North Carolina Department of Health & Human Services
Division of Medical Assistance

Hospital-Based
Skilled and Intermediate Nursing Care Facility Cost Reporting System
2007

Provider User Manual

2007 Version

Program Design, Development, and Documentation by:
Bill Simpson, Programmer
N.C. Department of Health & Human Services
Division of Information Resource Management
Raleigh, North Carolina

Table of Contents

Section 1: Introduction 1
The Cost Reporting System 1
The User Manual 1
Filing the Cost Report 1

Section 2: System Requirements 3
Software Requirements 3
Hardware Requirements 3
Recommendations 3

Section 3: Installing the Software 4

Section 4: Starting the Cost Reporting System 5
Getting Help 8
  System Menu 8
  Data Entry 9

Section 5: Entering Data for a Cost Report 11
Add Cost Report 11
Copying Cost Report Information 12
Change Cost Report 14
Cost Report Selection Screen 14
Form Selection Screen 15
Data Entry Screens 16
  Columnar Entry Screens 16
Push-Buttons 18
Data Entry Fields 19
  Character Fields 19
  Numeric Fields 19
    On-Screen Calculator 20
  Date Fields 20
  Check Boxes and Radio Buttons 20
  Selectable Fields 21
  Multiple-Selection Lists 22

Section 6: Automated Checklist 25

Section 7: Printing the Cost Report 27
Print Cost Reports for Multiple Providers 27
Selecting Forms to Print 29
Printing a Single Cost Report 30
View On-Screen 31
Print Hardcopy 33

Section 8: Create / Print Certification Form 35
Create the Certification Form 35
Print the Certification Form 36
Print Blank Certification Form 37

Section 9: Create / Print Internal Control Questionnaire............................ 39
Create the Internal Control Questionnaire................................ 39
Print the Internal Control Questionnaire................................... 41
Print Blank Internal Control Questionnaire............................... 42

Section 10: Create the Mail-In Diskette 43
Selecting the Cost Reports 43

Section 11: Upload Audited Cost Report 47

Section 12: Utilities 49
Cost Report Templates 49
Copy Data To Diskette / Copy Data From Diskette 50
Archiving Cost Reports 51
Transferring Cost Reports to Another Computer 52
Entering Cost Reports on Different Computers............... 53
What If The Cost Report Already Exists? 54
Print Blank Cost Report Forms 55
Re-Index Data Files 55
Printer Setup 56
Choose Printer/Port 56
If Your Printer Is Not Listed 57
If Your Printer Has a USB Connection 58
Printing Options 59

Section 13: Quit 61

Appendix A: Cost Report Checklist 63

Table of Figures

Figure 1. The System Menu 5
Figure 2. Main Menu Options 6
Figure 3. Cost Report Menu Options 7
Figure 4. Utilities Menu Options 8
Figure 5. Menu Option Help Screen 9
Figure 6. Help During Data Entry 9
Figure 7. Enter the Provider Numbers 11
Figure 8. Copy Information for New Cost Report 12
Figure 9. Select Cost Report to be Copied 13
Figure 10. Select Forms to Copy 13
Figure 11. Cost Report Selection Screen 14
Figure 12. Form Selection Screen 15
Figure 13. Input by Column or Line 17
Figure 14. Line Selection for Entry by Column 18
Figure 15. Columnar Entry for the Line Selected 18
Figure 16. Schedule A-1 - Reclassifications 21
Figure 17. Cost Center Selection 22
Figure 18. Multiple-Selection List 23
Figure 19. Cost Report Selection for Automated Checklist 25
Figure 20. Display or Print Report Choice Screen 26
Figure 21. Cost Report Selection for Printing 28
Figure 22. Form Selection for Printing 28
Figure 23. Select Paper Size and Page Numbering 30
Figure 24. Display or Print Report Choice Screen 31
Figure 25. Select Form to View 32
Figure 26. Report Viewer Help 32
Figure 27. Viewed Report 33
Figure 28. Provider Selection for Certification Form 35

Figure 29. First Screen of Certification Form Entry 36
Figure 30. Display or Print the Certification Form 36
Figure 31. Select Paper Size and Page Numbering 37
Figure 32. Provider Selection for Internal Control Questionnaire........... 39
Figure 33. First Screen of Internal Control Questionnaire....................... 40
Figure 34. Typical Screen of Internal Control Questionnaire.................. 40
Figure 35. Certify Statement for Internal Control Questionnaire............ 41
Figure 36. Display or Print the Internal Control Questionnaire.............. 41
Figure 37. Print Options for Internal Control Questionnaire.................. 42
Figure 38. Cost Report Selection for Mail-In Diskette 43
Figure 39. Insert Diskette and Select Drive 44
Figure 40. Certification Form Incomplete Error Message 44
Figure 41. ICQ Incomplete Error Message 45
Figure 42. Choose Drive Containing Audited Cost Report 47
Figure 43. Template General Information Screen 50
Figure 44. Template Selection List 50
Figure 45. Cost Report Selection for Copying to Diskette 52
Figure 46. Prompt for Copying Cost Reports From Diskette 53
Figure 47. Select Forms to Copy From Diskette 55
Figure 48. Re-Index Data Files Selection Screen 56
Figure 49. Choose Printer/Port Screen 57
Figure 50. The Printing Options Screen 59

Section 1: Introduction

The Cost Reporting System

The **Skilled and Intermediate Nursing Care Facility Cost Reporting System** will allow you to input the financial information required by the Division of Medical Assistance, create the cost report for review, and transfer the information to the Audit Section of the Division of Medical Assistance. The software will run on an IBM compatible personal computer. Although it can be installed in a multi-user network environment, specific procedures do not provide simultaneous access by more than one user at a time. Therefore, it should be treated as a stand-alone application rather than networked. Refer to **Section 2: System Requirements** for a specific list of hardware requirements for this software.

The User Manual

This user manual contains important information concerning the operation of the **Cost Reporting System**. Prior to using the software, please read this document in its entirety.

Filing the Cost Report

After you have completed all required inputs for the cost report, and verified the accuracy of the printed cost report, complete and sign the Certification Form following the instructions in **Section 8: Create/Print Certification Form**. Next, complete the Internal Control Questionnaire following the instructions given in **Section 8: Create/Print Internal Control Questionnaire.** After the above requirements have been accomplished, prepare 3½" diskettes containing the data files following the instructions in **Section 10: Create the Mail-In Diskette**. Send the diskette and the signed Certification Form by the deadline to:

Send Via US Mail To

Desk Audit Section
Division of Medical Assistance
2501 Mail Service Center
Raleigh, NC 27699-2501

Alternate Shipping

Desk Audit Section
Division of Medical Assistance
One Bank of America Plaza
421 Fayetteville St.
Raleigh, NC 27601

If you have any questions regarding the requirements or completion of the cost report, call the Audit Section of the Division of Medical Assistance at:

(919) 647-8060

You may also receive important information and answers to some Frequently Asked Questions by visiting the Audit Section Web Site at:

http://www.ncdhhs.gov/dma/audit.htm

You can also find answers to many questions relative to the reimbursement by visiting the HCFA Web Site at:

http://cms.hhs.gov/manuals/pbm/list.asp

For questions regarding the operation and use of the **Cost Reporting System** software provided, call a Division of Information Resource Management computing consultant at:

(919) 855-3200

Section 2: System Requirements

Software Requirements

- IBM PC-DOS or Microsoft MS-DOS version 5 or higher
- The CONFIG.SYS (or WindowsNT CONFIG.NT) file must include a **FILES=50** statement and a **BUFFERS=50** statement to enable printing the entire cost report. These are minimum settings and do not require reducing the numbers if already greater than 50. Remember to reboot your computer for the changes to take effect.

Hardware Requirements

- IBM-compatible personal computer
- 4 mb of Random Access Memory, (RAM)
- Hard disk with 18 mb of free space for the software (additional free space requirements depend on the amount of data required for your specific cost reports)
- 1.44 mb 3½" diskette drive
- Single-color (monochrome) or color monitor
- Printer capable of printing 132 characters per line compressed (16.66 or 17 characters per inch) in portrait orientation

Recommendations

- Installation should be treated as a stand-alone application rather than as a networked application. The software is not capable of having multiple users accessing the system at the same time. Instead, each user may have a copy of the program on their respective computer or a single user may access the program on a network drive.

Section 3: Installing the Software

The **Cost Reporting System** must be installed onto your hard disk before it can be used. If you received diskettes from DMA, follow the directions below for proper software installation. If you downloaded the program using the Internet, follow the installation procedures given on the Web site using the following URL -- http://www.ncdhhs.gov/dma/icfmr/install.html

STEP	ACTION
1	You may install this software by using Windows File Manager, Windows Explorer or a **DOS** prompt screen.
2	Insert the diskette labeled **Cost Reporting System Installation Disk #1** into diskette drive A or B
3	Locate appropriate Drive **A: or B:** where the diskette was inserted.
4	Locate and double click the filename **INSTALL.BAT** or key **INSTALL** if using DOS and press the **Enter** key.
5	Follow the on-screen instructions to complete the installation, inserting the diskettes labeled **Installation Disk #2, Installation Disk #3, Installation Disk #4** and **Installation Disk #5** into the diskette drive when prompted to do so.
6	When the installation is complete, remove the last diskette from the diskette drive and store the diskettes together in an appropriate location.

Section 4: Starting the Cost Reporting System

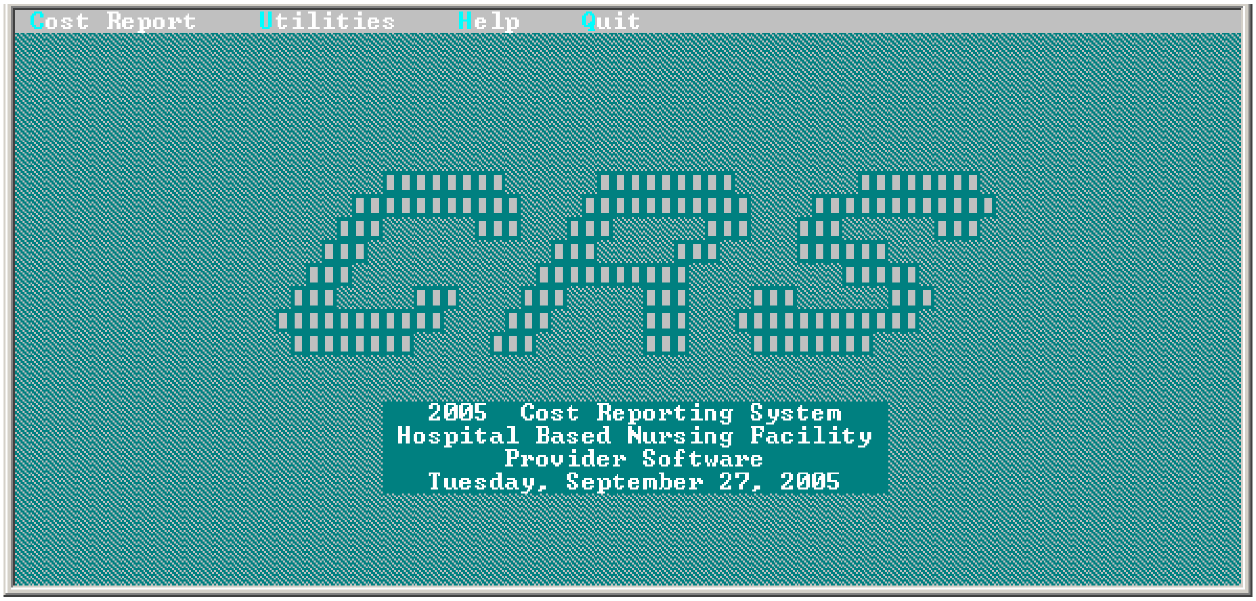
To start the **Cost Reporting System**:

1. Locate the drive where the program was installed using DOS or Windows and make it the active drive or working directory.
2. Change to the **HBNUR07** sub-directory where the program was installed by using your mouse or by keying:

   CD \HBNUR07
3. Next, double click the file **COSTRPT.BAT** or key **COSTRPT** at the DOS prompt and press the **Enter** key. You may create a shortcut to this file for your desktop to make starting the program easier.

The system will display the **System Menu**, (Figure 1).

When starting the program for the first time after installation, you will be asked to specify the printer you are using and the printer port to which it is attached on your computer. Refer to **Printer Setup** in **Section 12: Utilities** for the instructions.



```
2005  Cost Reporting System
Hospital Based Nursing Facility
Provider Software
Tuesday, September 27, 2005
```

Figure 1. The System Menu

When the menu is displayed, press the appropriate key combination found in the table below for one of the displayed options.

OPTION DISPLAYED	DESCRIPTION	KEY COMBINATION
Cost Report	Input the financial information for the cost report, review and print the calculated cost report, create and print the Certification Form, create and print the Internal Control Questionnaire, copy the cost report data to diskette for mailing to DMA, copy audited cost reports from diskette received from DMA	Alt+C
Utilities	Manage Cost Report Templates, identify your printer and the port to which it is attached on your computer, specify printing options, perform file maintenance, print blank cost report entry forms	Alt+U
Help	Display general help for the System Menu options	Alt+H
Quit	Exit the **Cost Reporting System**	Alt+Q

Figure 2. Main Menu Options

When either the **Cost Report**, **Utilities**, or **Help** menu option is selected, the procedures available for the option will be displayed. If the **Quit** menu option is selected, the **Cost Reporting System** is exited without any further user action required.

Figure 3 shows the procedures available for the **Cost Report** menu item, and Figure 4 shows those available for the **Utilities** menu option.

OPTION DISPLAYED	DESCRIPTION	PRESS KEY
A**d**d Cost Report	Add a new cost report	**D**
Change Cost Report	Change the information for an existing cost report	**C**
Automated Check **L**ist	Process Line-Item comparisons of certain items on the Checklist in Appendix A	**L**
Print Cost Report	Print the cost report(s)	**P**
Create/Print Certification **F**orm	Enter information for the Certification Form, Print the Certification Form, Print a Blank Certification Form	**F**
Create/Print **I**nternal Control Questionnaire	Enter information for the Internal Control Questionnaire, Print the Internal Control Questionnaire, Print a Blank Internal Control Questionnaire	**I**
Create **M**ail-In Diskette	Copy the data keyed for the cost report to diskette for mailing to the Division of Medical Assistance	**M**
Upload Audited Cost Report	Copy the data for the audited cost report from diskette received from the Division of Medical Assistance	**U**
About	Display information about the **Cost Reporting System**	**A**

Figure 3. Cost Report Menu Options

OPTION DISPLAYED	DESCRIPTION	PRESS KEY
Cost Report **T**emplates	Enter information into cost report templates for copying into facility cost reports	**T**
Copy **D**ata To Diskette	Copy data entered for a cost report to diskette for loading on another computer	**D**
Copy Data **F**rom Diskette	Copy data entered for a cost report from another computer	**F**
Print Blank Cost Report Forms	Print blank cost report entry forms to use as worksheets for the data to be input into the **Cost Reporting System**	**P**
Re-Index Data Files	Perform file maintenance to ensure file integrity	**R**
Printer **S**etup	Select the printer you will be printing to and its port location on your computer and specify printing options	**S**

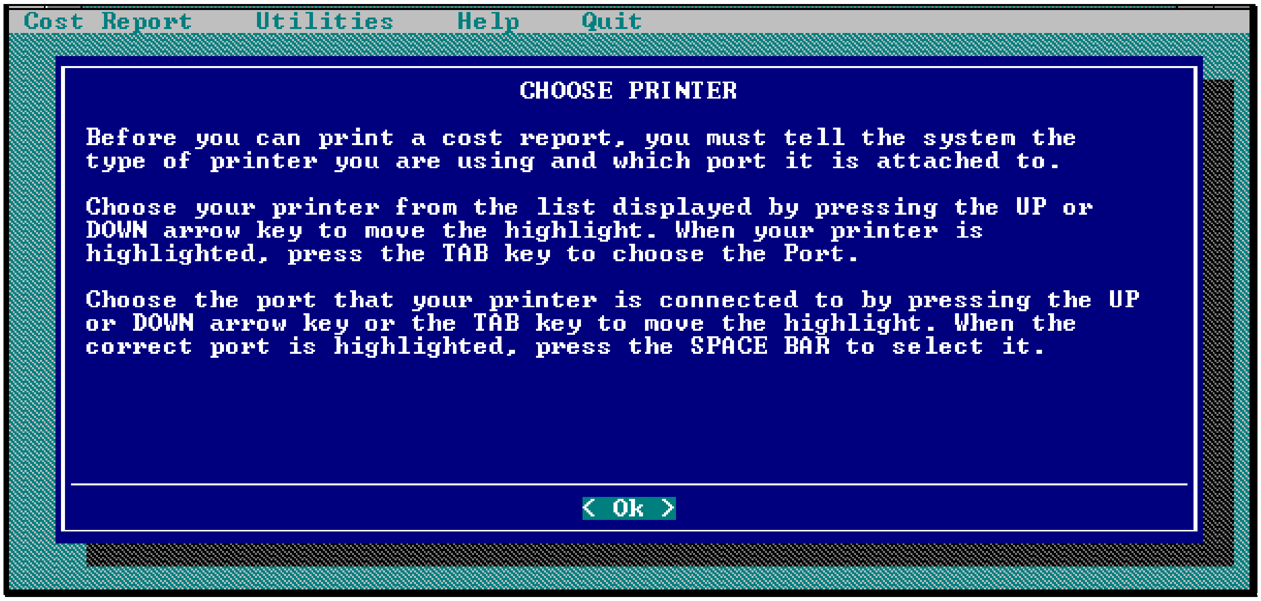
Figure 4. Utilities Menu Options

Getting Help

Help for the **Cost Reporting System** is available on the System Menu and on data entry screens.

System Menu

Choosing **Help** from the **System Menu** will display two submenus (**Cost Report** and **Utilities**). Both submenus offer general descriptions and procedures for adding, changing, or printing cost reports or certification forms, as well as information on the automated checklist, creating a mail-in diskette and uploading / downloading cost report data. Other topics include printing and copying data files. Choose the procedure you wish to see described by highlighting the menu option and depress enter. The program will display a screen with that procedure's description, (Figure 5).



CHOOSE PRINTER

Before you can print a cost report, you must tell the system the type of printer you are using and which port it is attached to.

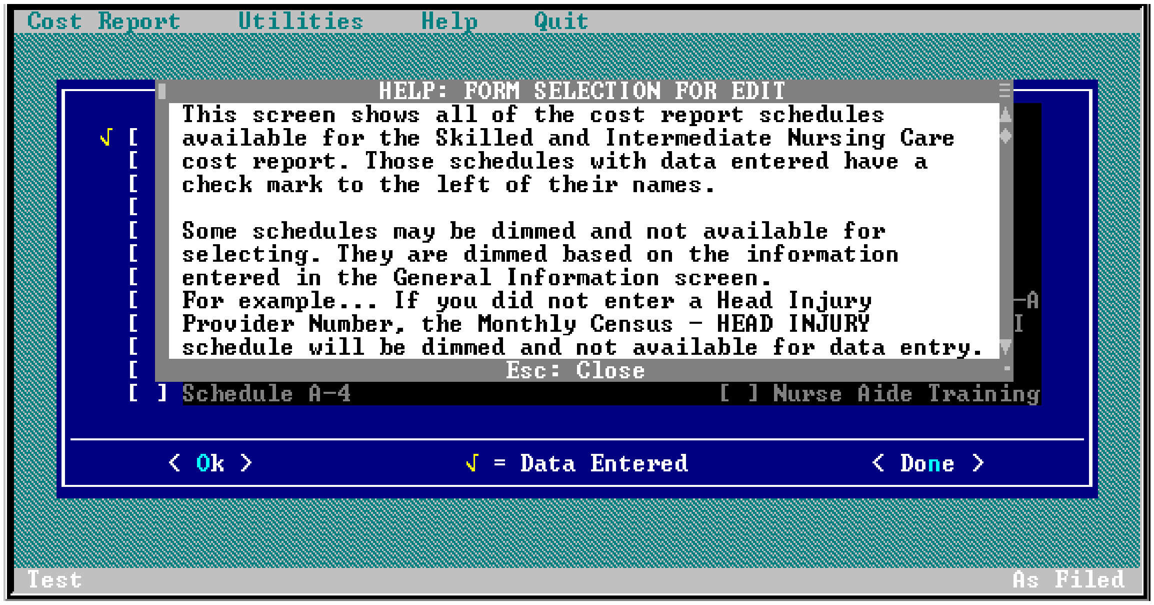
Choose your printer from the list displayed by pressing the UP or DOWN arrow key to move the highlight. When your printer is highlighted, press the TAB key to choose the Port.

Choose the port that your printer is connected to by pressing the UP or DOWN arrow key or the TAB key to move the highlight. When the correct port is highlighted, press the SPACE BAR to select it.

Figure 5. Menu Option Help Screen

Data Entry

During data entry, you can obtain help for the current screen by pressing the **F1** function key. The program will display a window of help information for you to review, (Figure 6). Use the **Up** and **Down Arrow** keys to scroll the information in the window. To remove the help window from the screen, press the **Esc** key. The program will return you to the currently active screen.



HELP: FORM SELECTION FOR EDIT

This screen shows all of the cost report schedules available for the Skilled and Intermediate Nursing Care cost report. Those schedules with data entered have a check mark to the left of their names.

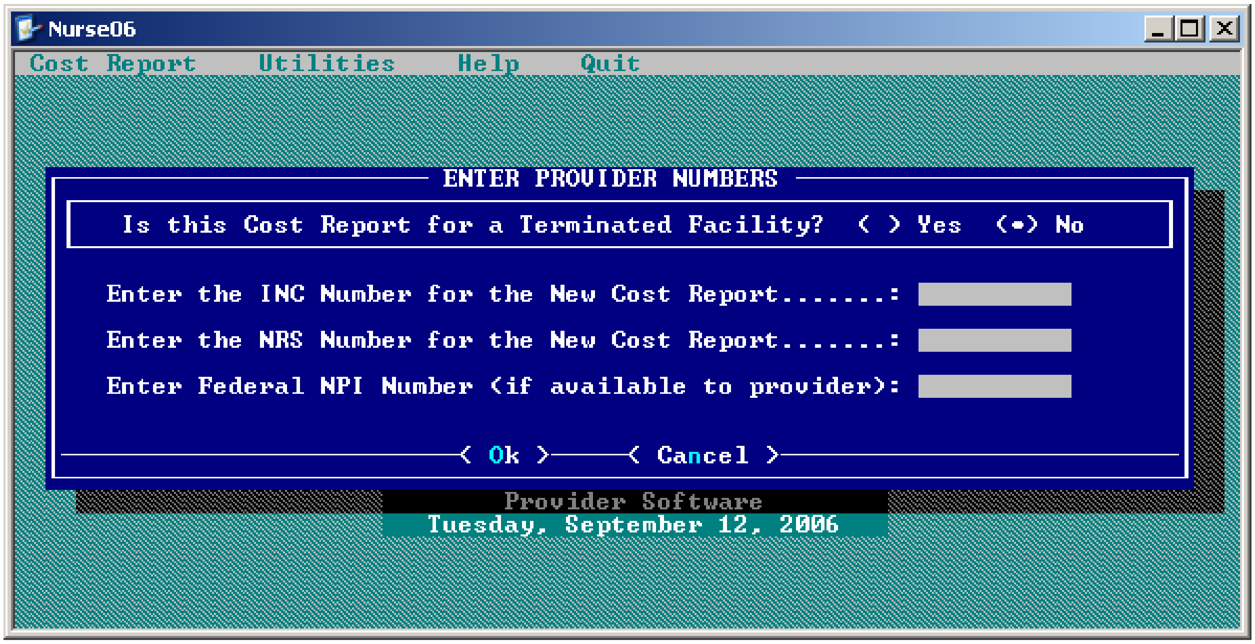
Some schedules may be dimmed and not available for selecting. They are dimmed based on the information entered in the General Information screen. For example... If you did not enter a Head Injury Provider Number, the Monthly Census - HEAD INJURY schedule will be dimmed and not available for data entry.

Figure 6. Help During Data Entry

Section 5: Entering Data for a Cost Report

Add Cost Report

To create a cost report, choose the **Add Cost Report** option from the **Cost Report** menu. The program will ask you to enter the INC, NRS(SNC) and NPI numbers assigned to the provider by the Division of Medical Assistance and CMS (Figure 7). If you have not received these numbers, you should contact DMA or CMS as soon as possible to obtain the numbers. The software will not accept just any numbers. They must conform to programmed criteria or else they will be rejected and you will not be able to submit the cost report to DMA.



ENTER PROVIDER NUMBERS

Is this Cost Report for a Terminated Facility? ○ Yes ● No

Enter the INC Number for the New Cost Report.......:

Enter the NRS Number for the New Cost Report.......:

Enter Federal NPI Number (if available to provider):

Provider Software

Tuesday, September 12, 2006

Figure 7. Enter the Provider Numbers

To continue with the creation of the cost report, choose the < **Ok** > push-button. If you already have a cost report on your data files, or you have entered a cost report template, the program will ask if you want to copy information from one of these cost reports into the cost report being added, (Figure 8). If this is the first cost report being entered, and there are no cost report templates, the program will display the first of three **General Information** screens for you to enter identifying information for the provider. Once entry of these screens is complete, the cost report will be created, and the **Form Selection** screen will be displayed, (Figure 12). From this screen, choose the form to be completed.

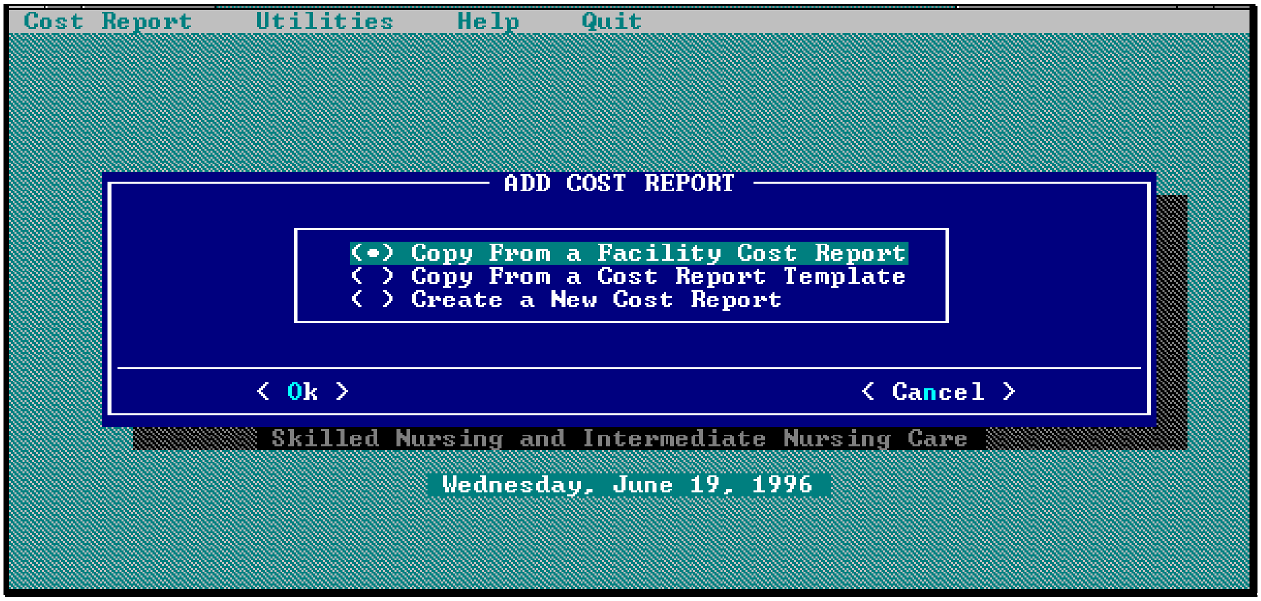

Cost Report
Utilities
Help
Quit
ADD COST REPORT
(•) Copy From a Facility Cost Report
( ) Copy From a Cost Report Template
( ) Create a New Cost Report
< Ok >
< Cancel >
Skilled Nursing and Intermediate Nursing Care
Wednesday, June 19, 1996

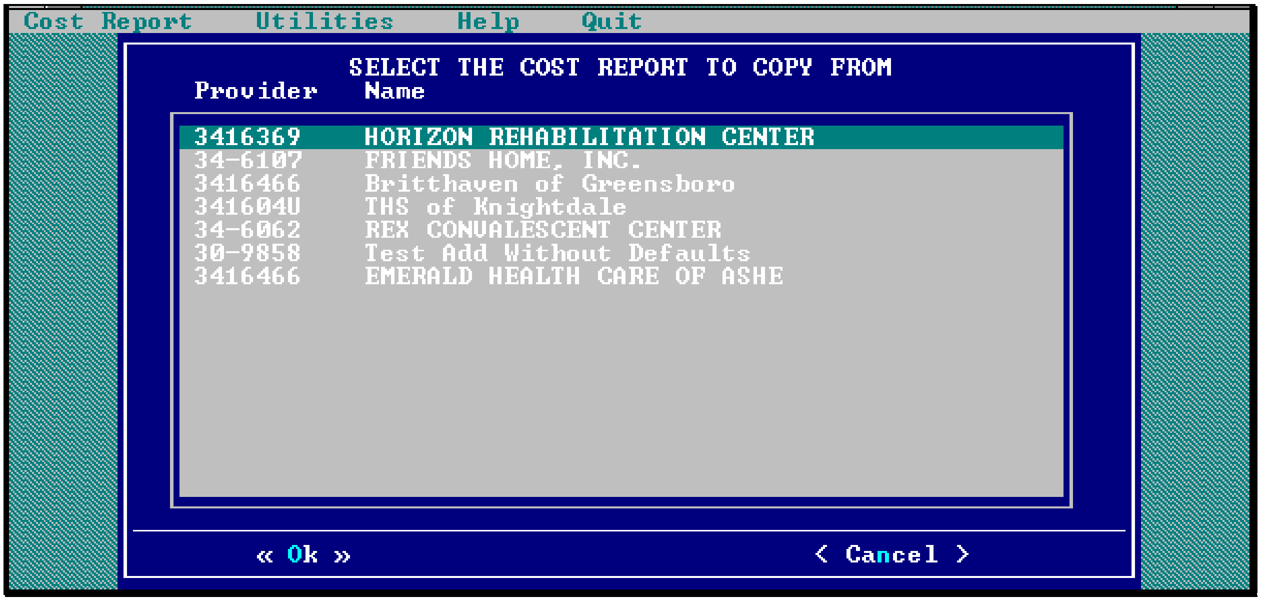
Figure 8. Copy Information for New Cost Report

Copying Cost Report Information

To copy information from an existing cost report or cost report template, press the **Tab** key to highlight your choice, then press the **Space Bar** to select it. Choose the < **Ok** > push-button to continue.

If you choose to create a new cost report, the program will display the first of three **General Information** screens for you to enter identifying information for the provider. Once entry of these screens is complete, the cost report will be created, and the **Form Selection** screen will be displayed, (Figure 12). From this screen, choose the form to be completed.

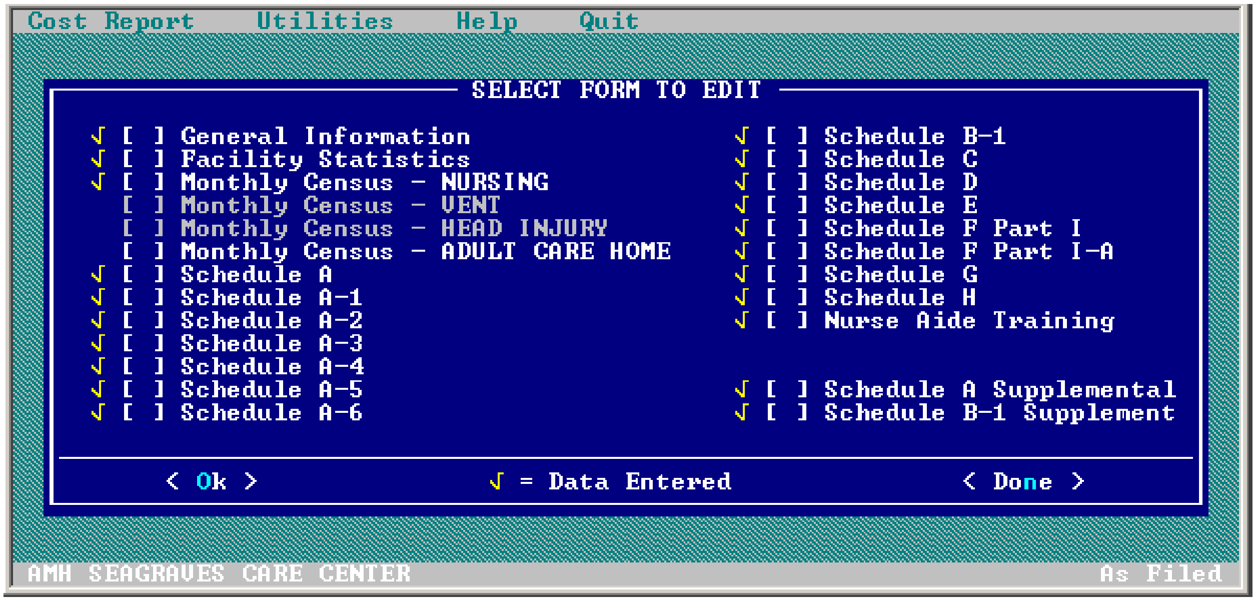
If you choose to copy information from a facility cost report, the program will display a list of existing cost reports, (Figure 9). From this list, choose the cost report that contains the information to be copied, then choose the < **Ok** > push-button. If you choose to copy information from a cost report template, the program will display a list of existing cost report templates. From this list, choose the cost report that contains the information to be copied, then choose the < **Ok** > push-button.



```
SELECT THE COST REPORT TO COPY FROM
Provider    Name

3416369     HORIZON REHABILITATION CENTER
34-6107     FRIENDS HOME, INC.
3416466     Britthaven of Greensboro
341604U     THS of Knightdale
34-6062     REX CONVALESCENT CENTER
30-9858     Test Add Without Defaults
3416466     EMERALD HEALTH CARE OF ASHE
```

Figure 9. Select Cost Report to be Copied

The program will then determine the information contained in the selected cost report and display a list of forms/schedules, (Figure 10), allowing you to choose the specific cost report information to be copied. After making your selections, choose the < **Ok** > push-button to begin the copy process.

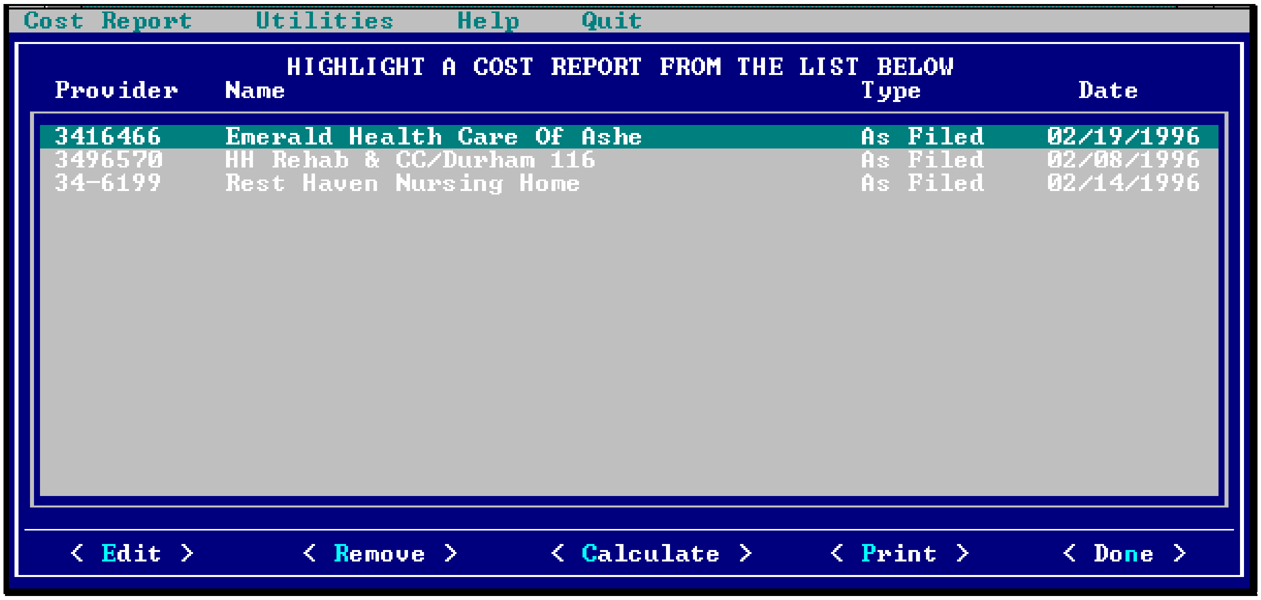


```
SELECT FORM TO EDIT

√ [ ] General Information                    √ [ ] Schedule B-1
√ [ ] Facility Statistics                    √ [ ] Schedule C
√ [ ] Monthly Census - NURSING               √ [ ] Schedule D
  [ ] Monthly Census - VENT                  √ [ ] Schedule E
  [ ] Monthly Census - HEAD INJURY           √ [ ] Schedule F Part I
  [ ] Monthly Census - ADULT CARE HOME       √ [ ] Schedule F Part I-A
√ [ ] Schedule A                             √ [ ] Schedule G
√ [ ] Schedule A-1                           √ [ ] Schedule H
√ [ ] Schedule A-2                           √ [ ] Nurse Aide Training
√ [ ] Schedule A-3
√ [ ] Schedule A-4
√ [ ] Schedule A-5                           √ [ ] Schedule A Supplemental
√ [ ] Schedule A-6                           √ [ ] Schedule B-1 Supplement

√ = Data Entered

AMH SEAGRAVES CARE CENTER                                        As Filed
```

Figure 10. Select Forms to Copy

Change Cost Report

To change or review an existing cost report, choose the **Change Cost Report** option from the **Cost Report** menu. The program will display a list of cost reports previously created, (Figure 11).



```
                 HIGHLIGHT A COST REPORT FROM THE LIST BELOW
Provider   Name                                      Type          Date

3416466    Emerald Health Care Of Ashe               As Filed    02/19/1996
3496570    HH Rehab & CC/Durham 116                  As Filed    02/08/1996
34-6199    Rest Haven Nursing Home                   As Filed    02/14/1996
```

Figure 11. Cost Report Selection Screen

Cost Report Selection Screen

This screen displays the name of those cost reports currently available. To select a cost report, press the **Up** or **Down** arrow keys to highlight the desired provider’s name. Choose the appropriate push-button located at the bottom of the screen for the action desired:

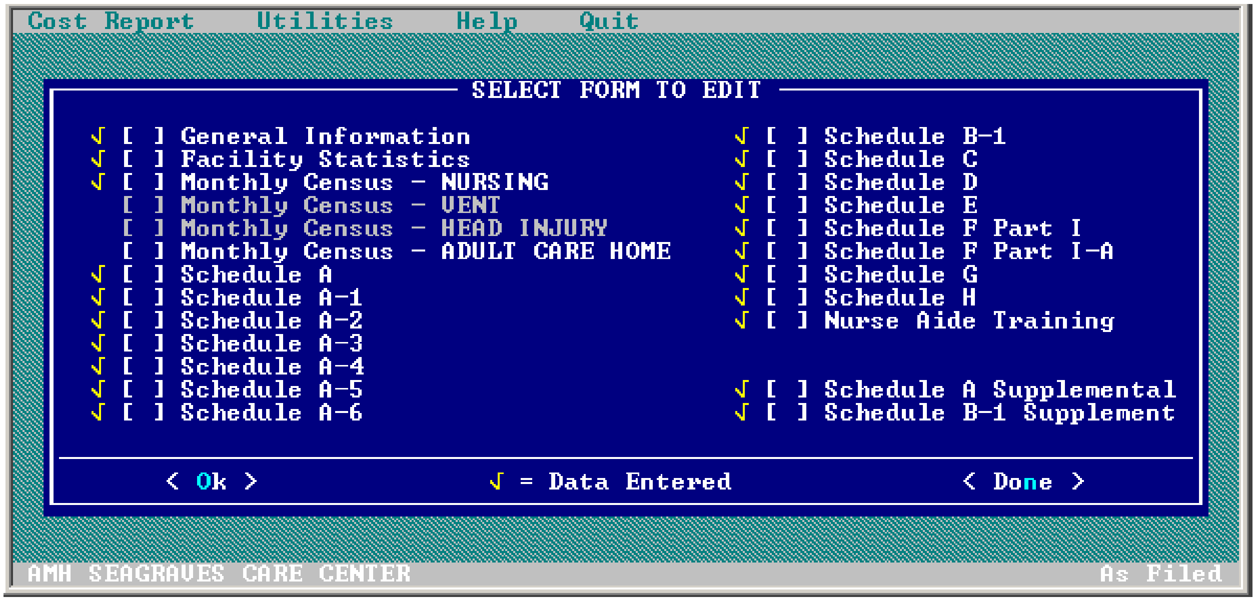
< **Edit** >	to review or change entries for the highlighted cost report
< **Remove** >	to remove / delete the highlighted cost report
< **Calculate** >	to force the recalculation of the highlighted cost report (see Note below)
< **Print** >	to display or print the highlighted cost report

Choose the < Done > push-button to return to the **Cost Reporting System** Menu.

If you choose the < **Edit** > push-button, the program will display a list of the forms available for entry on the **Form Selection** screen, (Figure 12).

> ***NOTE***: Normally, the cost report you are entering data for is re-calculated when you return to the Cost Report Selection screen from the Form Selection screen. However, if you make changes it is advisable to always force a recalculation by choosing the < Calculate > push-button. In this way, you can be sure the new data changes flow across all schedules.

Form Selection Screen



```
√ [ ] General Information               √ [ ] Schedule B-1
√ [ ] Facility Statistics               √ [ ] Schedule C
√ [ ] Monthly Census - NURSING          √ [ ] Schedule D
  [ ] Monthly Census - VENT             √ [ ] Schedule E
  [ ] Monthly Census - HEAD INJURY      √ [ ] Schedule F Part I
  [ ] Monthly Census - ADULT CARE HOME  √ [ ] Schedule F Part I-A
√ [ ] Schedule A                        √ [ ] Schedule G
√ [ ] Schedule A-1                      √ [ ] Schedule H
√ [ ] Schedule A-2                      √ [ ] Nurse Aide Training
√ [ ] Schedule A-3
√ [ ] Schedule A-4
√ [ ] Schedule A-5                      √ [ ] Schedule A Supplemental
√ [ ] Schedule A-6                      √ [ ] Schedule B-1 Supplement
```

Figure 12. Form Selection Screen

All forms required for the cost report are listed on this screen. If entries have already been made for a form, or data was transferred from another form on the cost report, a check mark will appear to the left of the form's name. Forms that are not available for the current cost report based on entries made in the **General Information** section will appear dim on this screen, (i.e. Monthly Census for Ventilator Services is not available because there was no entry in the Provider Number for Ventilator Services).

To select a form for review or entry, move the highlight bar to the desired form by pressing the **Up** or **Down** arrow key. Press the **Space Bar** to place an **X** between the brackets to mark the form as selected. If using a mouse, move the mouse cursor over the desired form and press the **Left Mouse Button**.

After marking the form selection, choose the **< Ok >** push-button to display the entry screen.

Once the entries are made for a form, and you choose to save the entries, the program will re-display this screen for you to select the next form for entry. When you choose to exit from this screen, (choose the < Done > push-button), the program will check to determine if any entries have been made that require the recalculation of the cost report. If there were, the cost report will be re-calculated. If not, the program will return you to the **Cost Report Selection** screen.

Data Entry Screens

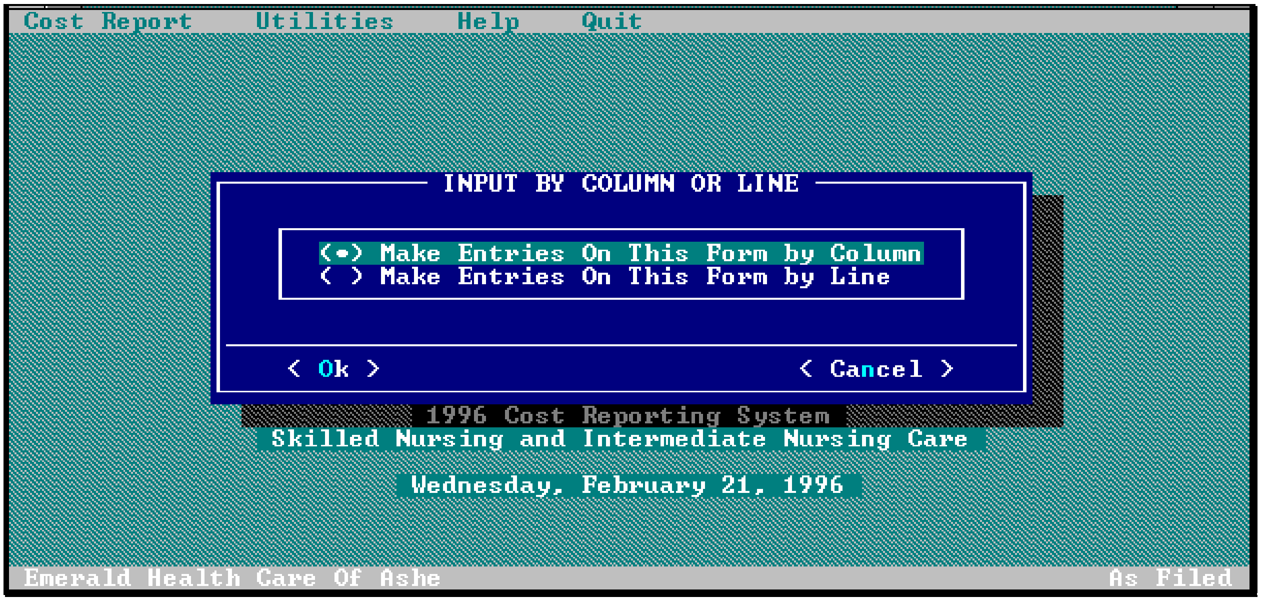
There are numerous screens for data entry in the **Cost Reporting System**. Depending on the number of entry fields required to complete a form, there can be from 1 to 25 entry screens.

When there are 2 or more screens required for a form, the bottom of the screen will show the number of the current screen and the total number of screens in the set, (**1 of 3**, **2 of 3**, **3 of 3**, etc.). Press the **Page Down** and **Page Up** keys to display the other screens in the set. For forms that require 5 or more entry screens, you can access specific screens in the set quickly by choosing the < Go To > push-button. When chosen, the system will display a list of the entry screens in the current set. Move the highlight to the screen desired by pressing the **Up** and **Down** arrow keys and press the **Enter** key to display it for review or entry.

When all entries have been made for a form, choose the < Save > push-button at the bottom of the screen to save the entries. To exit the screen at any time without saving entries made, choose the < Cancel > push-button.

Columnar Entry Screens

Some of the forms/schedules in the **Cost Reporting System** are columnar in appearance. When these forms/schedules are selected for data entry, the program will ask if you want to enter the information in column format or by line, (Figure 13). Choose the entry layout that best suits the format of your source information.



INPUT BY COLUMN OR LINE

(•) Make Entries On This Form by Column
( ) Make Entries On This Form by Line

1996 Cost Reporting System
Skilled Nursing and Intermediate Nursing Care

Wednesday, February 21, 1996

Emerald Health Care Of Ashe
As Filed

Figure 13. Input by Column or Line

The result of your choice will cause the program to react differently depending on the form being entered. If all entry fields for the form will fit on one screen, (as is the case with the Monthly Census entry screen), the sequence of the entry fields on the screen will be changed as follows:

By Column	From the first entry in the first column, to the last entry in the column before moving to the next column
By Line	From the first entry in the first line to the last entry on the line before moving to the next line

If the entry fields for the form will not all fit on the same screen, the program will display a list of column or line descriptions for you to select for entry, (Figure 14), then display the corresponding entries for that column or line, (Figure 15).

NOTE: You can make this choice for entry regardless of your prior choice for entry of the form.

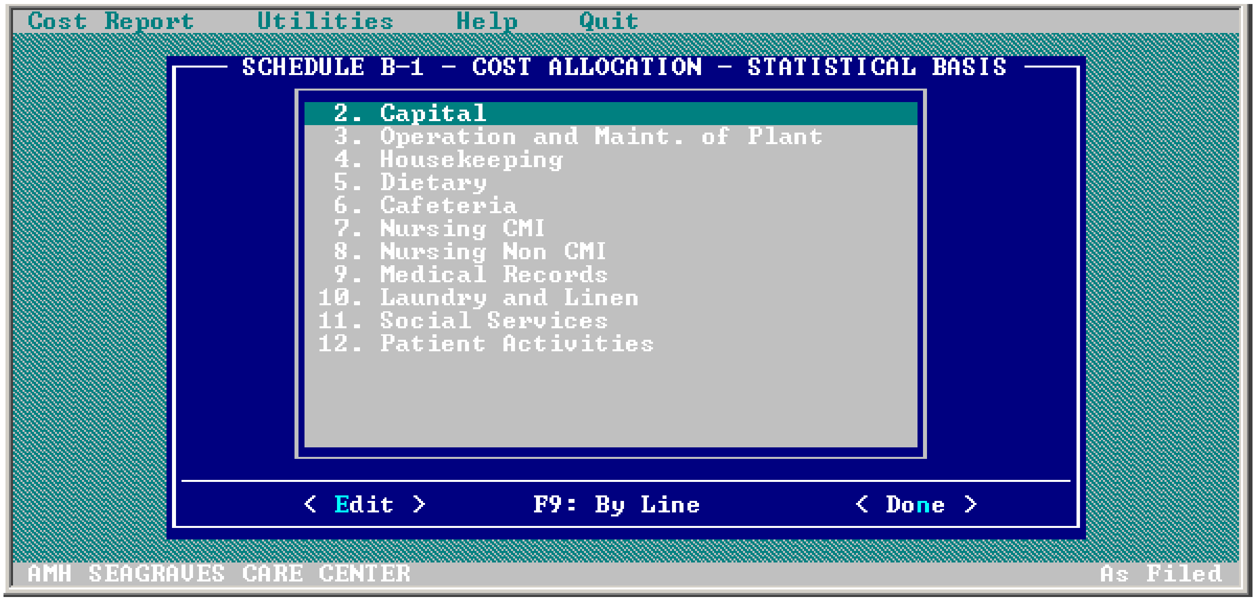
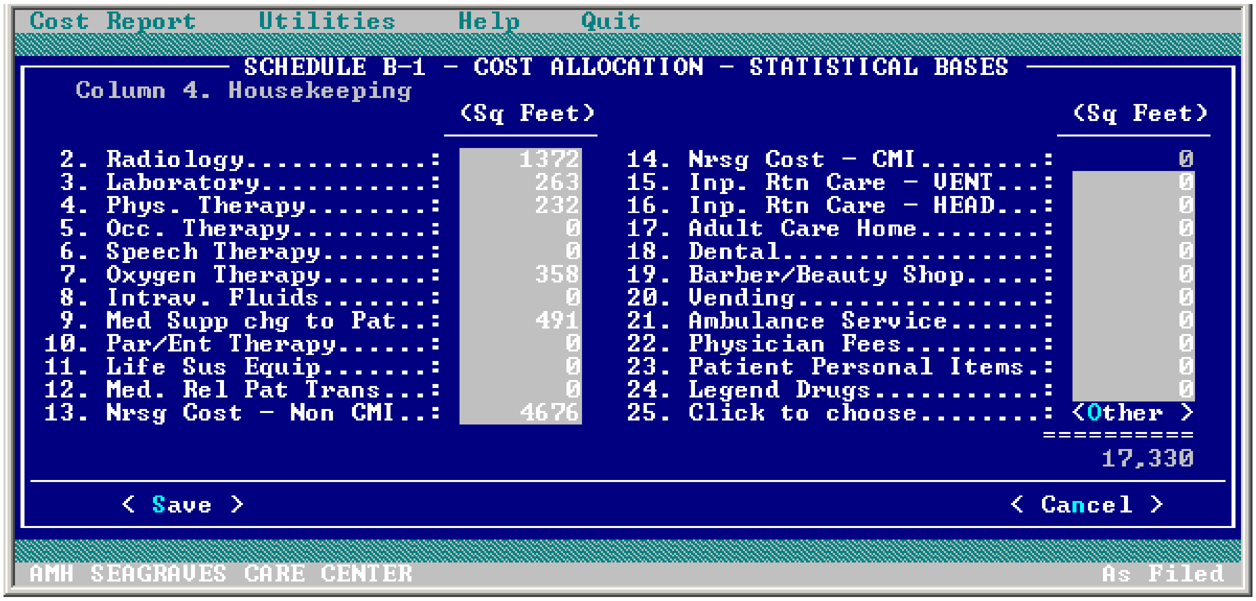

Cost Report
Utilities
Help
Quit
SCHEDULE B-1 - COST ALLOCATION - STATISTICAL BASIS
2. Capital
3. Operation and Maint. of Plant
4. Housekeeping
5. Dietary
6. Cafeteria
7. Nursing CMI
8. Nursing Non CMI
9. Medical Records
10. Laundry and Linen
11. Social Services
12. Patient Activities
< Edit >
F9: By Line
< Done >
AMH SEAGRAVES CARE CENTER
As Filed

Figure 14. Line Selection for Entry by Column


Cost Report
Utilities
Help
Quit
< Save >
< Cancel >
AMH SEAGRAVES CARE CENTER
As Filed

SCHEDULE B-1 - COST ALLOCATION - STATISTICAL BASES

Column 4. Housekeeping

	(Sq Feet)		(Sq Feet)
2. Radiology............:	1372	14. Nrsg Cost - CMI........:	0
3. Laboratory...........:	263	15. Inp. Rtn Care - VENT...:	0
4. Phys. Therapy........:	232	16. Inp. Rtn Care - HEAD...:	0
5. Occ. Therapy.........:	0	17. Adult Care Home........:	0
6. Speech Therapy.......:	0	18. Dental.................:	0
7. Oxygen Therapy.......:	358	19. Barber/Beauty Shop.....:	0
8. Intrav. Fluids.......:	0	20. Vending................:	0
9. Med Supp chg to Pat..:	491	21. Ambulance Service......:	0
10. Par/Ent Therapy......:	0	22. Physician Fees.........:	0
11. Life Sus Equip.......:	0	23. Patient Personal Items.:	0
12. Med. Rel Pat Trans...:	0	24. Legend Drugs...........:	0
13. Nrsg Cost - Non CMI..:	4676	25. Click to choose........:	<Other >
			=========
			17,330

Figure 15. Columnar Entry for the Line Selected

Push-buttons

At the bottom of all screens are push-buttons that allow you to control the action to be taken by the program. These include the < Ok > and < Cancel > push-buttons mentioned previously. You choose them by either of the following methods:

- Move the mouse cursor over the push-button and press the **Left Mouse Button**

- Press the **Tab** key until the push-button is highlighted, then press the **Enter** key
- Press and hold the **Alt** key down and press the push-button's highlighted character

NOTE: When a form's entry requires multiple screens, pressing the < Save > push-button does **not** cause the next screen to be displayed. It will simply save the information entered so far for the form. To display other screens in the set of screens for the form, press the **Page Down** or **Page Up** keys.

Data Entry Fields

There are five types of entry fields in the **Cost Reporting System**; Character, Numeric, Date, Check Boxes, and Selectable. Each of these field types accept input in different ways.

To avoid difficulties during data entry, you should press the **Tab** key to move from one entry field to the next, rather than using the **Enter** key for this purpose. You will see the problem clearly when you are choosing from the Check Boxes described below.

Character Fields

Character fields are typically used to input data consisting of letters or a combination of letters, special characters, and numbers. In these fields, key whatever is necessary to describe the entry properly.

Numeric Fields

Numeric fields allow only numbers to be keyed into them. These entry fields are usually Zip Code and dollar amounts.

The Zip Code entry fields allow for the entry of 5-digit or 9-digit zip codes. When keying 9-digit zip codes, you do not have to key the dash separating the first 5 digits from the last 4; the program will insert the dash for you.

The money amount entry fields contain only whole numbers; no commas or decimal points are allowed. To ensure proper data entry, all money amount fields require you to confirm the entry by pressing the **Tab** or **Back Tab** key.

To clear a numeric entry field, press the **Ctrl+Y** key combination. (As you hold the **Ctrl** key down press the **Y** key.)

On-Screen Calculator

When the current entry field is a money amount, you have access to a built-in calculator. It is accessed by pressing the **ALT+C** key combination, or by pressing the **Right Mouse Button**. To store the calculated amount in the current entry field, press the **Alt+C** key combination or the **Right Mouse Button** a second time. To ignore the calculated amount and return to the data entry field, press the **Esc** key.

Date Fields

Date fields are keyed in the **MMDDYYYY** format. The system will insert the necessary slashes.

Check Boxes and Radio Buttons

Check Boxes and Radio Buttons allow you to make choices from multiple responses possible. In most cases, you can select only one of the choices available, and when you do, any previous selection is removed. You will recognize Check Boxes by brackets **[ ]**, and Radio Buttons by parentheses **( )** to the left of their description. To select a response from Check Boxes and Radio Buttons do either of the following:

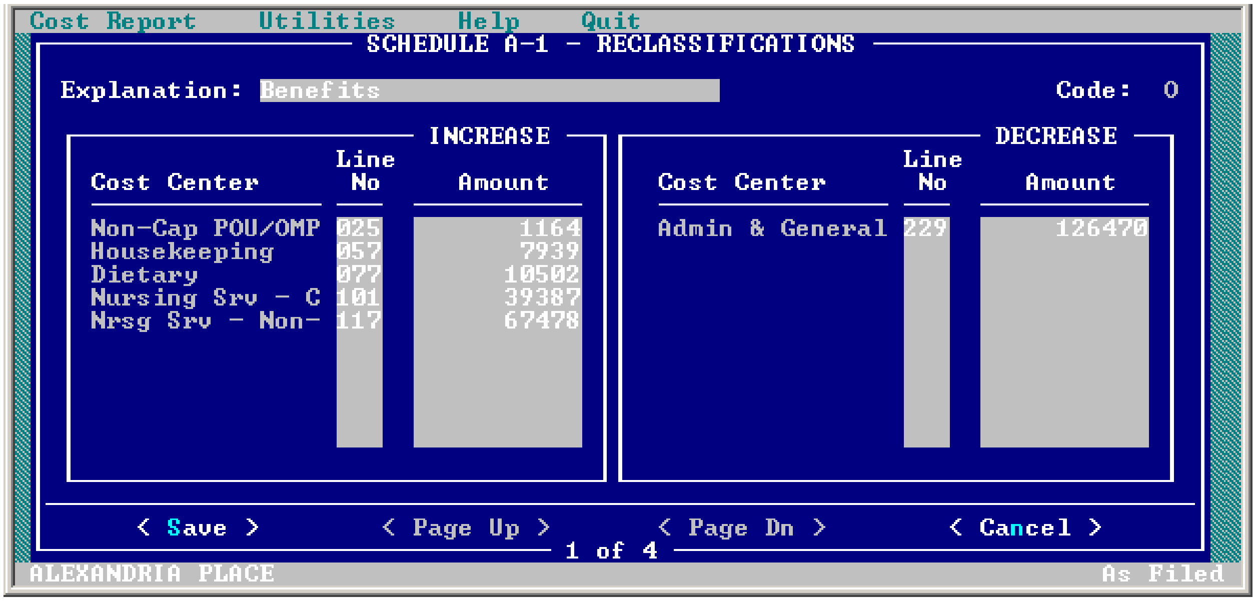
- Press the **Tab**, **Down**, or **Up** Arrow key to highlight the desired response, then press the **Space Bar**.
- Move the mouse cursor over the proper response and press the **Left Mouse Button**.

This will place an **X** between the brackets, or a • between the parentheses signifying that response is the selected one. If you need to change your selection, select the new response. The previous response will be cleared automatically.

NOTE: When selecting the cost report forms to be printed, the system displays the list of forms with Check Boxes, and you are allowed to select as many as you desire to be printed.

Selectable Fields

In the **Cost Reporting System** the **Cost Centers** and **Line Numbers** from Schedule A are entries on other forms. When they are, the system allows you to key the Line Number or to select the Cost Center from a list of all Cost Centers on Schedule A. One example of this is Schedule A-1, (Figure 16).



SCHEDULE A-1 - RECLASSIFICATIONS

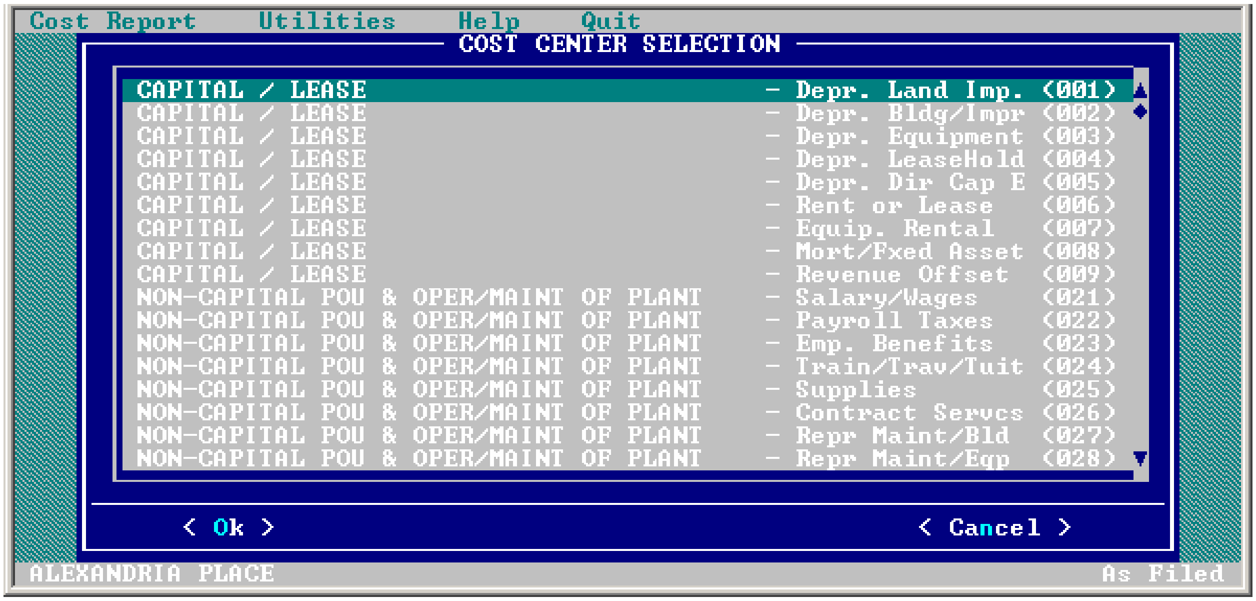
Explanation: Benefits

Code: 0

INCREASE			DECREASE		
Cost Center	Line No	Amount	Cost Center	Line No	Amount
Non-Cap POU/OMP	025	1164	Admin & General	229	126470
Housekeeping	057	7939			
Dietary	077	10502			
Nursing Srv - C	101	39387			
Nrsg Srv - Non-	117	67478			

Figure 16. Schedule A-1 - Reclassifications - Other

When an entry is keyed in the **Line No** column, the system looks for that line number on Schedule A. If it finds it, the corresponding Cost Center is displayed to its left. If it is not found, you must press the **Alt+L** key combination to select the appropriate Cost Center from those available, (Figure 17).



```
CAPITAL / LEASE                            - Depr. Land Imp.  (001)
CAPITAL / LEASE                            - Depr. Bldg/Impr  (002)
CAPITAL / LEASE                            - Depr. Equipment  (003)
CAPITAL / LEASE                            - Depr. LeaseHold  (004)
CAPITAL / LEASE                            - Depr. Dir Cap E  (005)
CAPITAL / LEASE                            - Rent or Lease    (006)
CAPITAL / LEASE                            - Equip. Rental    (007)
CAPITAL / LEASE                            - Mort/Fxed Asset  (008)
CAPITAL / LEASE                            - Revenue Offset   (009)
NON-CAPITAL POU & OPER/MAINT OF PLANT      - Salary/Wages     (021)
NON-CAPITAL POU & OPER/MAINT OF PLANT      - Payroll Taxes    (022)
NON-CAPITAL POU & OPER/MAINT OF PLANT      - Emp. Benefits    (023)
NON-CAPITAL POU & OPER/MAINT OF PLANT      - Train/Trav/Tuit  (024)
NON-CAPITAL POU & OPER/MAINT OF PLANT      - Supplies         (025)
NON-CAPITAL POU & OPER/MAINT OF PLANT      - Contract Servcs  (026)
NON-CAPITAL POU & OPER/MAINT OF PLANT      - Repr Maint/Bld   (027)
NON-CAPITAL POU & OPER/MAINT OF PLANT      - Repr Maint/Eqp   (028)
```

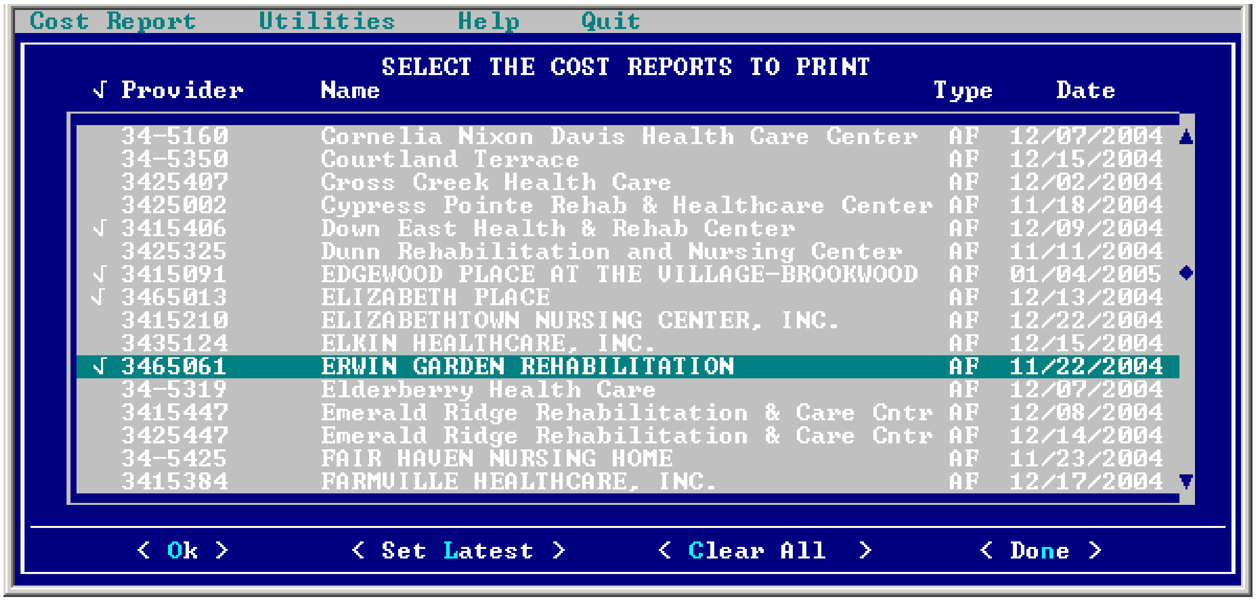
Figure 17. Cost Center Selection

Make your selection by pressing the **Up** or **Down Arrow** key until the appropriate choice is highlighted. Then press the **Enter** key, or choose the < Ok > push-button.. The Cost Center will be displayed to the left of the Line Number on the Schedule A-1 data entry screen.

Multiple-Selection Lists

Normally, selection lists allow you to choose one entry from those listed. For example, if you want to make additional entries for an existing cost report, you choose that one cost report from a selection list.

However, for some options, (choosing cost reports to be printed for example), the system displays a multiple-selection list, (Figure 18), allowing you to select more than one cost report. The multiple-selection list can be identified by the √ above the left-most column in the list.



```
              SELECT THE COST REPORTS TO PRINT
√ Provider       Name                                       Type    Date

  34-5160        Cornelia Nixon Davis Health Care Center    AF   12/07/2004
  34-5350        Courtland Terrace                          AF   12/15/2004
  3425407        Cross Creek Health Care                    AF   12/02/2004
  3425002        Cypress Pointe Rehab & Healthcare Center   AF   11/18/2004
√ 3415406        Down East Health & Rehab Center            AF   12/09/2004
  3425325        Dunn Rehabilitation and Nursing Center     AF   11/11/2004
√ 3415091        EDGEWOOD PLACE AT THE VILLAGE-BROOKWOOD    AF   01/04/2005
√ 3465013        ELIZABETH PLACE                            AF   12/13/2004
  3415210        ELIZABETHTOWN NURSING CENTER, INC.         AF   12/22/2004
  3435124        ELKIN HEALTHCARE, INC.                     AF   12/15/2004
√ 3465061        ERWIN GARDEN REHABILITATION                AF   11/22/2004
  34-5319        Elderberry Health Care                     AF   12/07/2004
  3415447        Emerald Ridge Rehabilitation & Care Cntr   AF   12/08/2004
  3425447        Emerald Ridge Rehabilitation & Care Cntr   AF   12/14/2004
  34-5425        FAIR HAVEN NURSING HOME                    AF   11/23/2004
  3415384        FARMVILLE HEALTHCARE, INC.                 AF   12/17/2004
```

Figure 18. Multiple-Selection List

To make choices from this list, press the **Up** or **Down** arrow key to move the highlight bar to the first cost report to be selected and press the **Space Bar** to mark it for selection. When you do, a check mark, (✓) will appear to the left of the Provider Number. (Pressing the **Space Bar** after a cost report has been selected will make that cost report *not* selected, and remove the check mark.) Then, move the highlight to the next cost report you wish to select and press the **Space Bar** again. Continue this process until all desired cost reports have been selected. When desired cost reports have been marked for selection, choose the **< Ok >** push-button to continue.

If using a mouse, position the mouse cursor over the cost report to be selected and press the **Left Mouse Button** to highlight the cost center. Then, press the **Right Mouse Button** to mark it for selection or to remove the check mark for one previously selected.

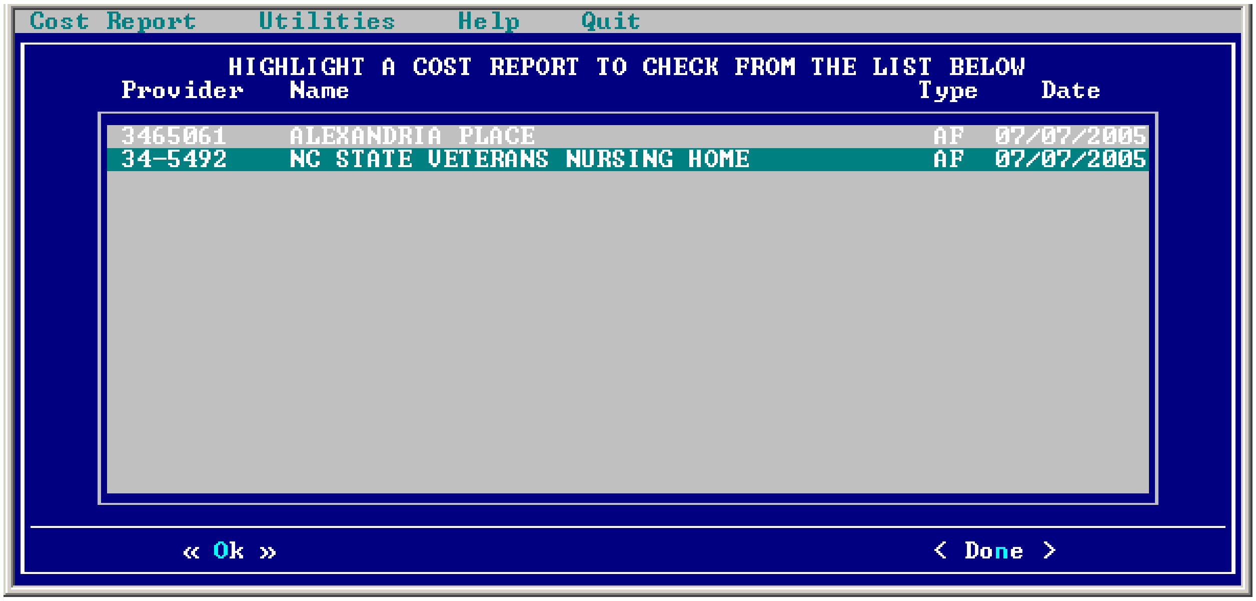
Section 6: Automated Checklist

After entering the information necessary for the completion of the cost report, specific line items need to be checked for accuracy by comparing them to other line items in the cost report, (refer to the **Cost Report Checklist** in **Appendix A** on page 63).

Some of the items listed are calculated or transferred from the required form automatically for you, others are not. For items that are not, the **Cost Reporting System** will check them for you.

> ***NOTE***: Items listed on the checklist do not restrict the submission of the cost report to the Division of Medical Assistance. This checklist is provided only to assist you in the accuracy of the information entered.

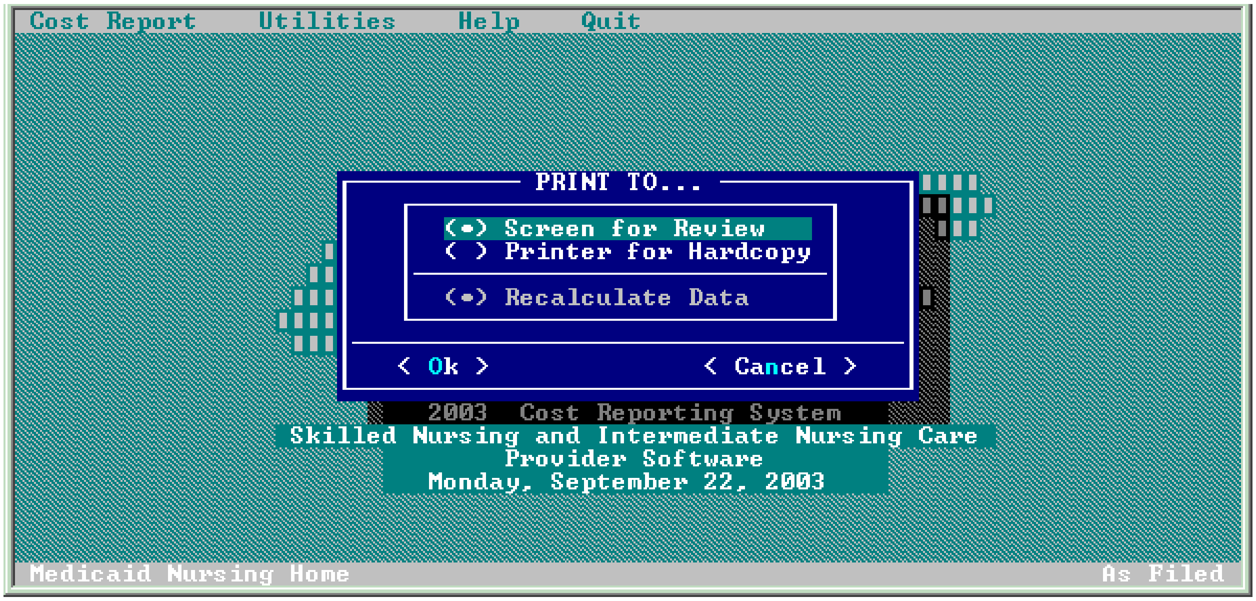
To have the system check these line items, choose the **Automated Checklist** option from the **Cost Report** menu. The system will respond by asking you to highlight the cost report to be checked from a list of those currently on file, (Figure 19). Press the **Up** or **Down** arrow key to move the highlight to the desired cost report, then choose the **< Ok >** push-button to begin.



```
                HIGHLIGHT A COST REPORT TO CHECK FROM THE LIST BELOW
      Provider     Name                                       Type     Date

      3465061      ALEXANDRIA PLACE                            AF   07/07/2005
      34-5492      NC STATE VETERANS NURSING HOME              AF   07/07/2005
```

Figure 19. Cost Report Selection for Automated Checklist

If any of the comparisons are found to be out of compliance with the requirements, you will be given the choice of displaying the results on the screen or printing the results to your printer, (Figure 20).



PRINT TO...

(•) Screen for Review
( ) Printer for Hardcopy

(•) Recalculate Data

2003 Cost Reporting System
Skilled Nursing and Intermediate Nursing Care
Provider Software
Monday, September 22, 2003

Medicaid Nursing Home
As Filed

Figure 20. Display or Print Report Choice Screen

To display the results, highlight the Screen for Review option and press the **Space Bar**. To print the results, highlight the **Printer for Hardcopy** option and press the **Space Bar**. Choose the < **Ok** > push-button to continue.

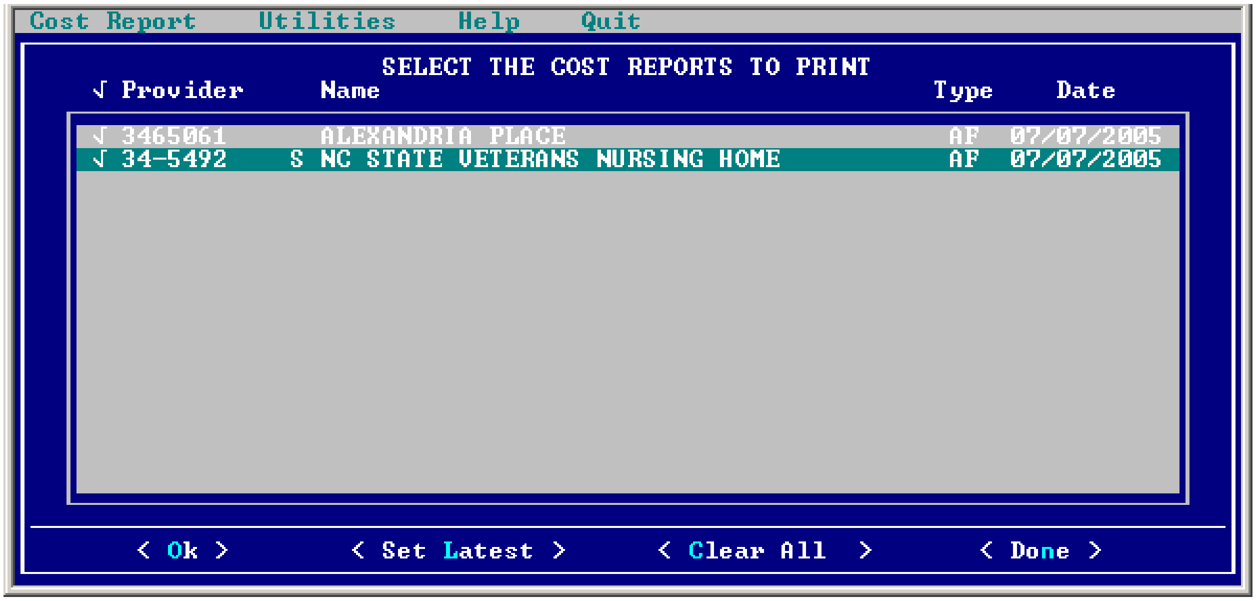
Section 7: Printing the Cost Report

Once the financial data has been entered, you can print a completed cost report for your review. There are two ways to print a cost report, depending on the following criteria.

If You Want To...	Do This...
Print Cost Reports for Multiple Providers - All Forms or Specific Forms	Choose the **Print Cost Report(s)** option from the Menu and select the providers
Print All Forms for a Cost Report Whether Data Exists for a Form or Not	Choose the **Print Cost Report(s)** option from the Menu, select the provider, then select all forms
Print the Cost Report for an Individual Provider	• Choose the **Print Cost Report(s)** option from the Menu and select 1 provider • Choose the < **P**rint > push-button from the **Cost Report Selection** screen. Then choose < **P**rint Hard-Copy> from the **Print To...** screen.
Display The Cost Report Forms for Review	Choose the < **P**rint > push-button from **the Cost Report Selection** screen. Then choose < **V**iew On-Screen > from the **Print To...** screen.

Print Cost Reports for Multiple Providers

If you complete cost reports for multiple providers, you can print all or some of the cost reports at the same time. To do so, choose the **Print Cost Report(s)** option from the **System Menu**. The system will display a list of cost reports currently on file, (Figure 21).

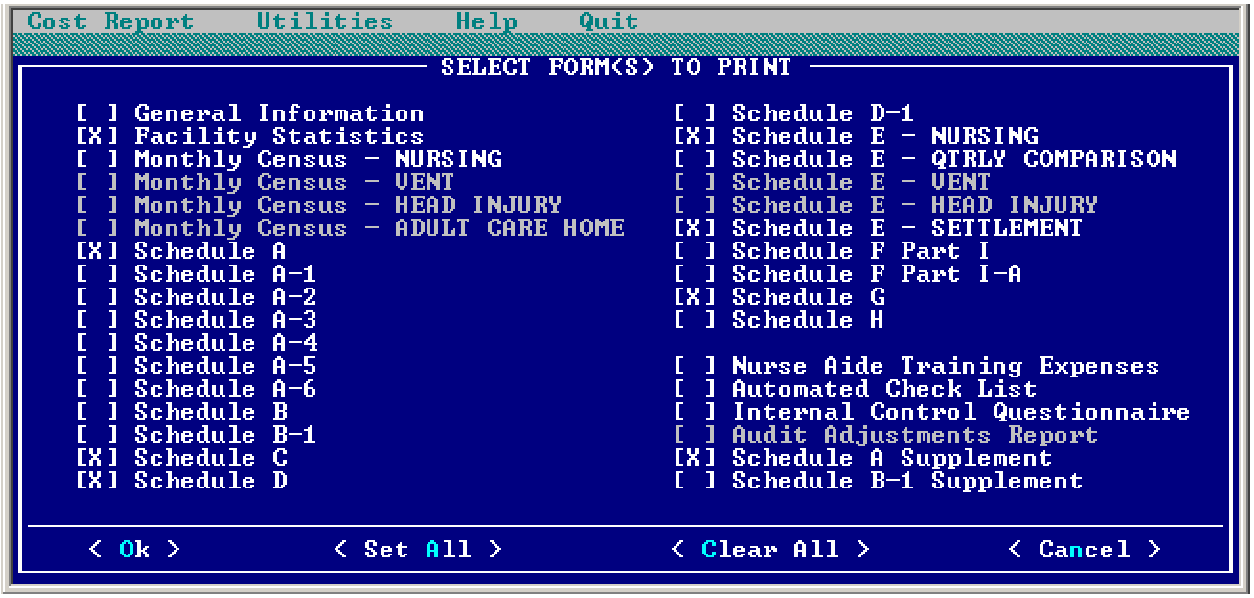


SELECT THE COST REPORTS TO PRINT

√	Provider		Name	Type	Date
√	3465061		ALEXANDRIA PLACE	AF	07/07/2005
√	34-5492	S	NC STATE VETERANS NURSING HOME	AF	07/07/2005

Figure 21. Cost Report Selection for Printing

From this list, you can choose one or more cost reports to be printed. Simply move the highlight bar to the provider whose cost report is to be printed and press the **Space Bar** to mark it for printing. A check mark will appear to the left of the Provider Number. Repeat this process until all cost reports you wish to print have been checked, then choose the **< Ok >** push-button. The system will then ask you to select the forms to be printed for each of the cost reports, (Figure 22).



SELECT FORM(S) TO PRINT

[ ] General Information
[X] Facility Statistics
[ ] Monthly Census - NURSING
[ ] Monthly Census - VENT
[ ] Monthly Census - HEAD INJURY
[ ] Monthly Census - ADULT CARE HOME
[X] Schedule A
[ ] Schedule A-1
[ ] Schedule A-2
[ ] Schedule A-3
[ ] Schedule A-4
[ ] Schedule A-5
[ ] Schedule A-6
[ ] Schedule B
[ ] Schedule B-1
[X] Schedule C
[X] Schedule D

[ ] Schedule D-1
[X] Schedule E - NURSING
[ ] Schedule E - QTRLY COMPARISON
[ ] Schedule E - VENT
[ ] Schedule E - HEAD INJURY
[X] Schedule E - SETTLEMENT
[ ] Schedule F Part I
[ ] Schedule F Part I-A
[X] Schedule G
[ ] Schedule H

[ ] Nurse Aide Training Expenses
[ ] Automated Check List
[ ] Internal Control Questionnaire
[ ] Audit Adjustments Report
[X] Schedule A Supplement
[ ] Schedule B-1 Supplement

Figure 22. Form Selection for Printing

Selecting Forms to Print

To select the forms to print, move the highlight bar to the form you want to print and press the **Space Bar**. This will place an **X** inside the brackets to the left of the selected form.

If you want to print all forms for the cost reports selected, choose the < Set **A**ll > push-button. This will place an **X** to the left of all of the forms on the screen.

To clear all selected forms, choose the < Clear **A**ll > push-button. This will remove the **X** to the left of all of the forms on the screen. To clear a single selected form, move the highlight bar to the form you want to clear and press the **Space Bar**. This will remove the **X** to the left of the selected form.

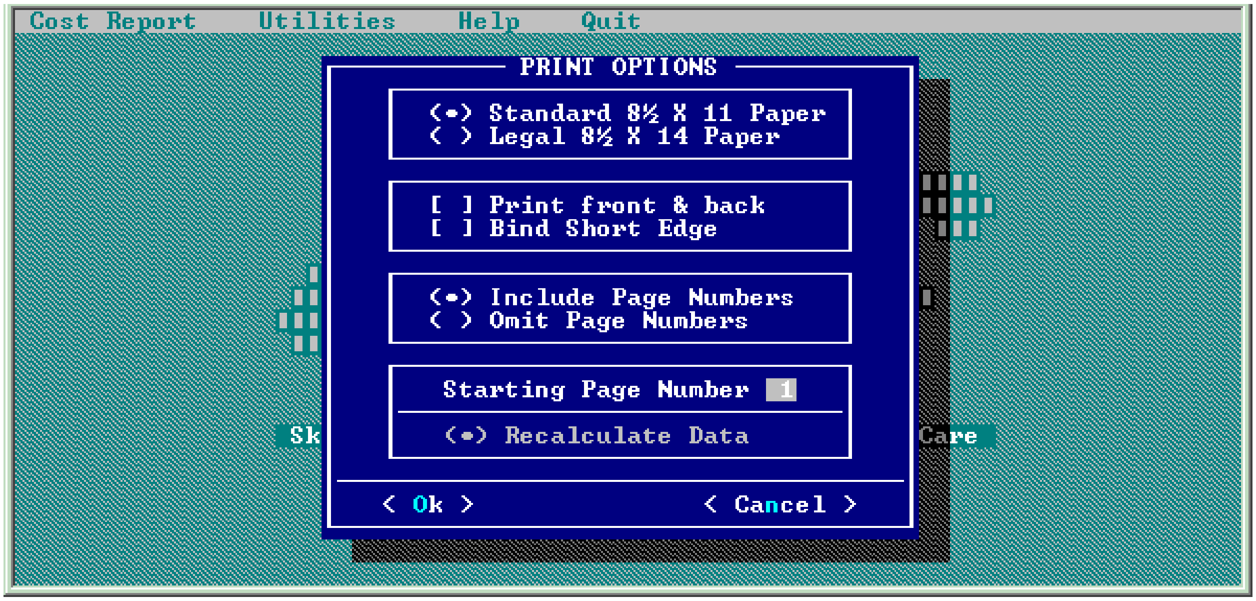
NOTE: Schedules F-1B, F-2, and F-3 are no longer applicable and have been removed from the program.

Once you have identified the forms to print, choose the < **O**k > push-button.

The program will then ask you to choose between printing on 8½ X 11 or 8½ X 14 size paper, and whether to include page numbers on each printed page, (Figure 23). When printing on 8½ X 14 size paper, the program will begin printing each form 3 inches from the top of the page, leaving room for binding.

NOTE: If you answered NO to the question, "Ask before printing?" on the Printing Options screen, (Figure 51), you will not be asked to choose the paper size or whether to print page numbers.

NOTE: If you have purchased a new local side-by printer that uses a USB cable connection from the printer to your PC, the software now has provisions for this method of printing. Refer to Section 12 for the **Printer Setup** instructions on how to enable the USB printing option.



PRINT OPTIONS

(•) Standard 8½ X 11 Paper
( ) Legal 8½ X 14 Paper

[ ] Print front & back
[ ] Bind Short Edge

(•) Include Page Numbers
( ) Omit Page Numbers

Starting Page Number 1

(•) Recalculate Data

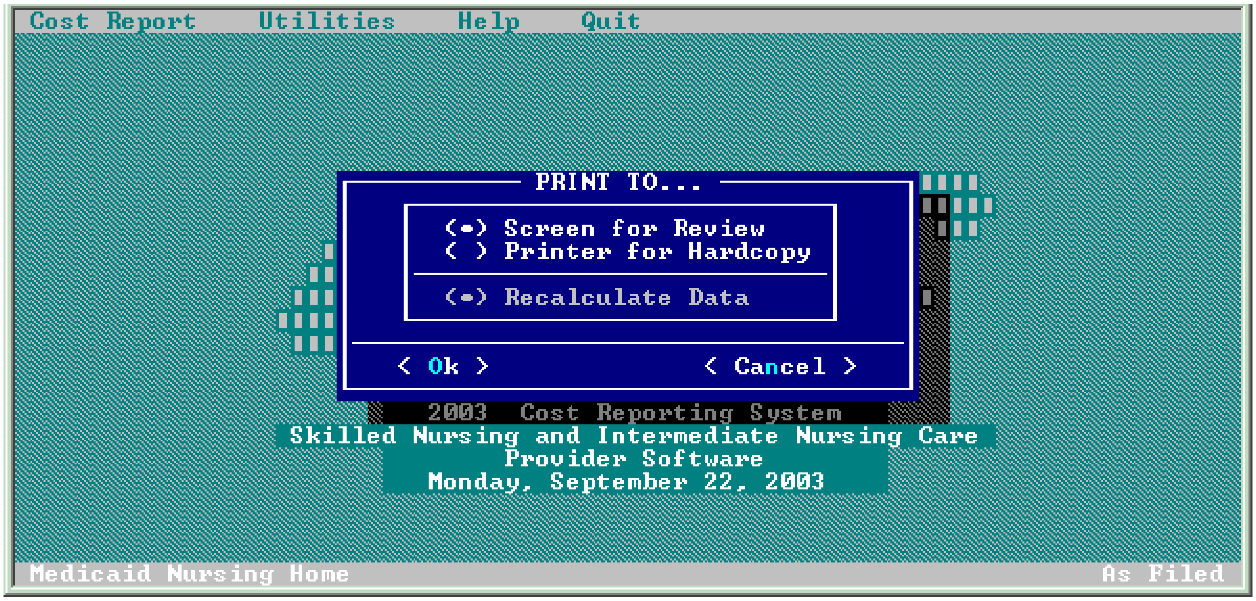
Figure 23. Select Paper Size and Page Numbering

Printing a Single Cost Report

To print a single cost report you can follow the procedures described above and select just the specific cost report to print from the providers listed. Or you can choose the < Print > push-button from the **Cost Report Selection** screen, (Figure 11).

The advantage of printing from the **Cost Report Selection** screen is that you can display a facsimile of the printed cost report forms individually on the screen and review them prior to printing the cost report on paper. The system will ask if you wish to view the forms on-screen or print them, (Figure 24).

Choose how you would like the report presented to you by pressing the **Tab**, **Up** or **Down Arrow** key until the desired option is highlighted. Then, press the **Space Bar**. After selecting, choose the < Ok > push-button.



PRINT TO...

(•) Screen for Review
( ) Printer for Hardcopy

(•) Recalculate Data

< Ok >
< Cancel >

2003 Cost Reporting System
Skilled Nursing and Intermediate Nursing Care
Provider Software
Monday, September 22, 2003

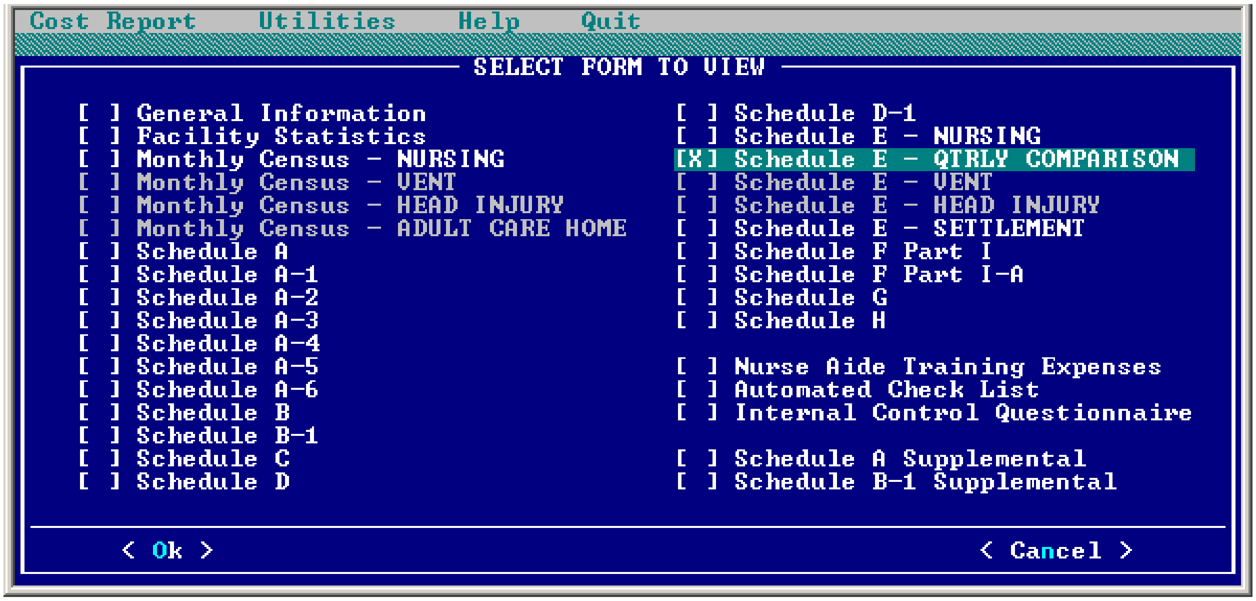
Medicaid Nursing Home
As Filed

Figure 24. Display or Print Report Choice Screen

View On-Screen

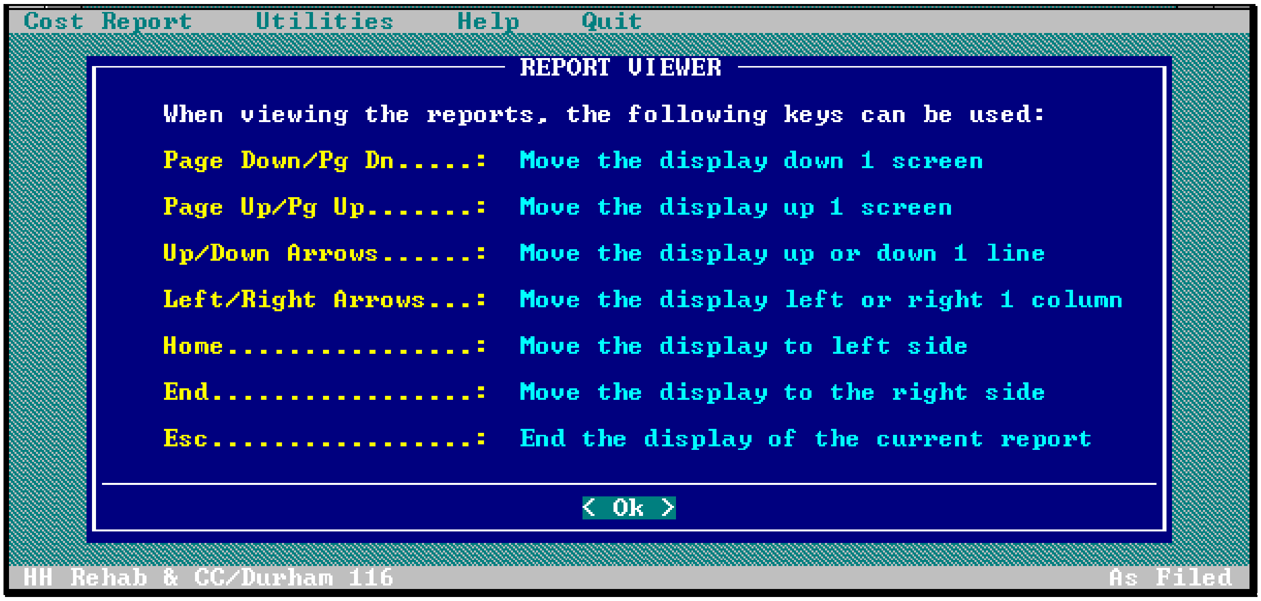
You can display each form of the cost report by choosing the **Screen for Review** option. The program will display a list of forms available, (Figure 25). Select the individual form to view by pressing the **Up** or **Down Arrow** key until the desired form is highlighted, press the **Space Bar** to mark it, then press the **Enter** key to view it.

When viewing the form, press the **Up**, **Down**, **Left**, or **Right Arrow** key to see other sections of the report. When finished reviewing the form, press the **Esc** key. Refer to Figure 26 for additional key commands that may be used.



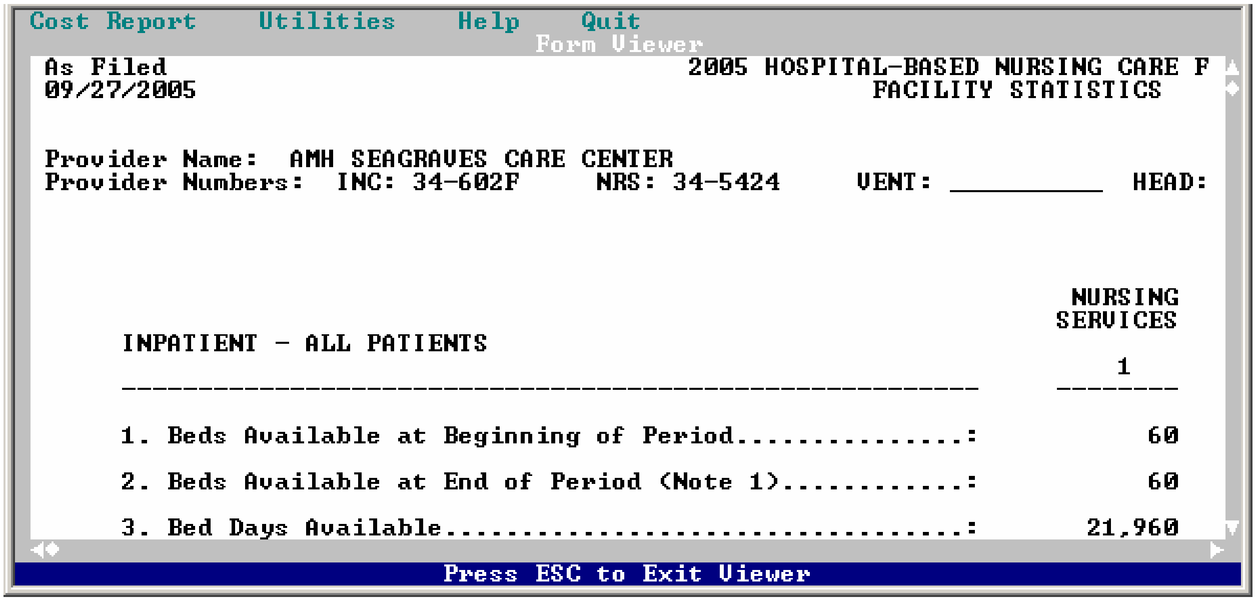
```
SELECT FORM TO VIEW

[ ] General Information                    [ ] Schedule D-1
[ ] Facility Statistics                    [ ] Schedule E - NURSING
[ ] Monthly Census - NURSING               [X] Schedule E - QTRLY COMPARISON
[ ] Monthly Census - VENT                  [ ] Schedule E - VENT
[ ] Monthly Census - HEAD INJURY           [ ] Schedule E - HEAD INJURY
[ ] Monthly Census - ADULT CARE HOME       [ ] Schedule E - SETTLEMENT
[ ] Schedule A                             [ ] Schedule F Part I
[ ] Schedule A-1                           [ ] Schedule F Part I-A
[ ] Schedule A-2                           [ ] Schedule G
[ ] Schedule A-3                           [ ] Schedule H
[ ] Schedule A-4
[ ] Schedule A-5                           [ ] Nurse Aide Training Expenses
[ ] Schedule A-6                           [ ] Automated Check List
[ ] Schedule B                             [ ] Internal Control Questionnaire
[ ] Schedule B-1
[ ] Schedule C                             [ ] Schedule A Supplemental
[ ] Schedule D                             [ ] Schedule B-1 Supplemental
```

Figure 25. Select Form to View



```
REPORT VIEWER

When viewing the reports, the following keys can be used:

Page Down/Pg Dn.....:  Move the display down 1 screen

Page Up/Pg Up.......:  Move the display up 1 screen

Up/Down Arrows......:  Move the display up or down 1 line

Left/Right Arrows...:  Move the display left or right 1 column

Home................:  Move the display to left side

End.................:  Move the display to the right side

Esc.................:  End the display of the current report

HH Rehab & CC/Durham 116                                  As Filed
```

Figure 26. Report Viewer Help



```
As Filed                                        2005 HOSPITAL-BASED NURSING CARE F
09/27/2005                                                  FACILITY STATISTICS


Provider Name:  AMH SEAGRAVES CARE CENTER
Provider Numbers:  INC: 34-602F     NRS: 34-5424     VENT: __________  HEAD:




                                                                         NURSING
                                                                        SERVICES
     INPATIENT - ALL PATIENTS
                                                                            1
     ________________________________________________________          ________

     1. Beds Available at Beginning of Period...............:              60

     2. Beds Available at End of Period (Note 1)............:              60

     3. Bed Days Available..................................:          21,960
```

Figure 27. Viewed Report

Print Hardcopy

If you choose this option, the system will display a list of forms available and ask you to select the forms to print, (Figure 22). Once you have identified the forms to be printed, choose the **< Ok >** push-button.

The program will then ask you to choose between printing on 8½ X 11 or 8½ X 14 size paper, and whether to include page numbers on each printed page, (Figure 23). When printing on 8½ X 14 size paper, the program will begin printing each form 3 inches from the top of the page, leaving room for binding.

NOTE: If you answered NO to the question, "Ask before printing?" on the Printing Options screen, (Figure 30), you will not be asked to choose the paper size or whether to print page numbers.

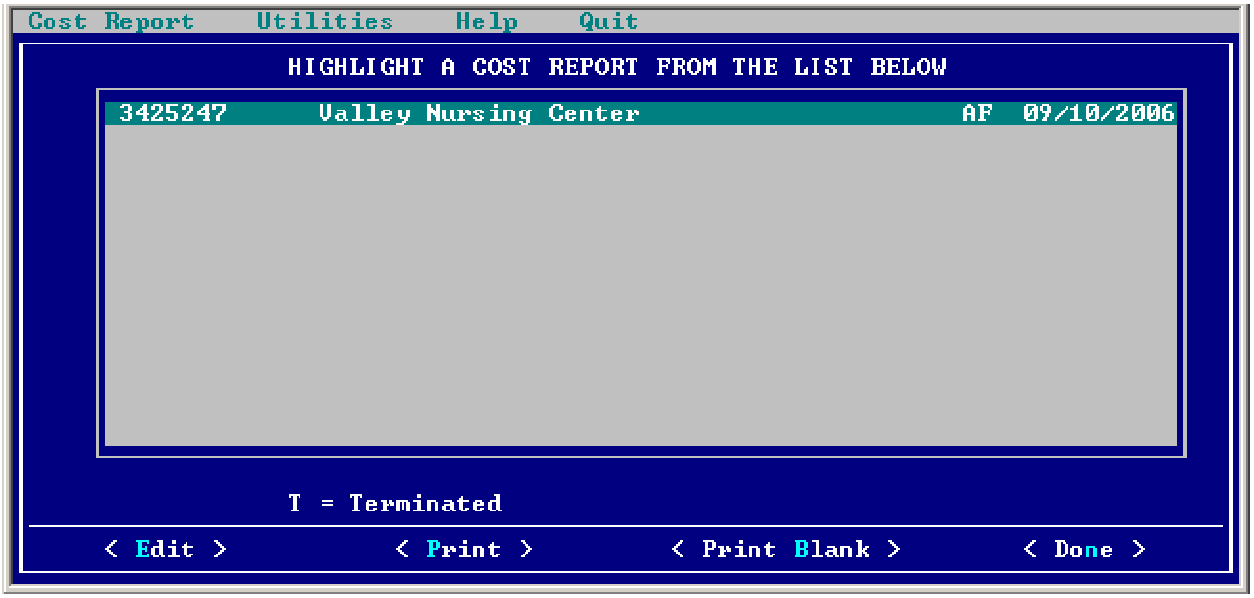
NOTE: If you have purchased a new local side-by printer that uses a USB cable connection from the printer to your PC, the software now has provisions for this method of printing. Refer to Section 12 for the **Printer Setup** instructions on how to enable the USB printing option.

Section 8: Create / Print Certification Form

When submitting a cost report to the Division of Medical Assistance, a **Certification Form** must be included. This option can be used to enter the information for the **Certification Form** and print it.

When you choose this option, the program will display a list of all cost reports found, (Figure 28). From this list, highlight the provider desired. Then, choose the < Edit > push-button to enter the information, or choose the < Print > push-button to print the form.

NOTE: If no Certification Form information has been entered for the provider selected, the < Print > push-button may not be available.



HIGHLIGHT A COST REPORT FROM THE LIST BELOW

3425247 Valley Nursing Center AF 09/10/2006

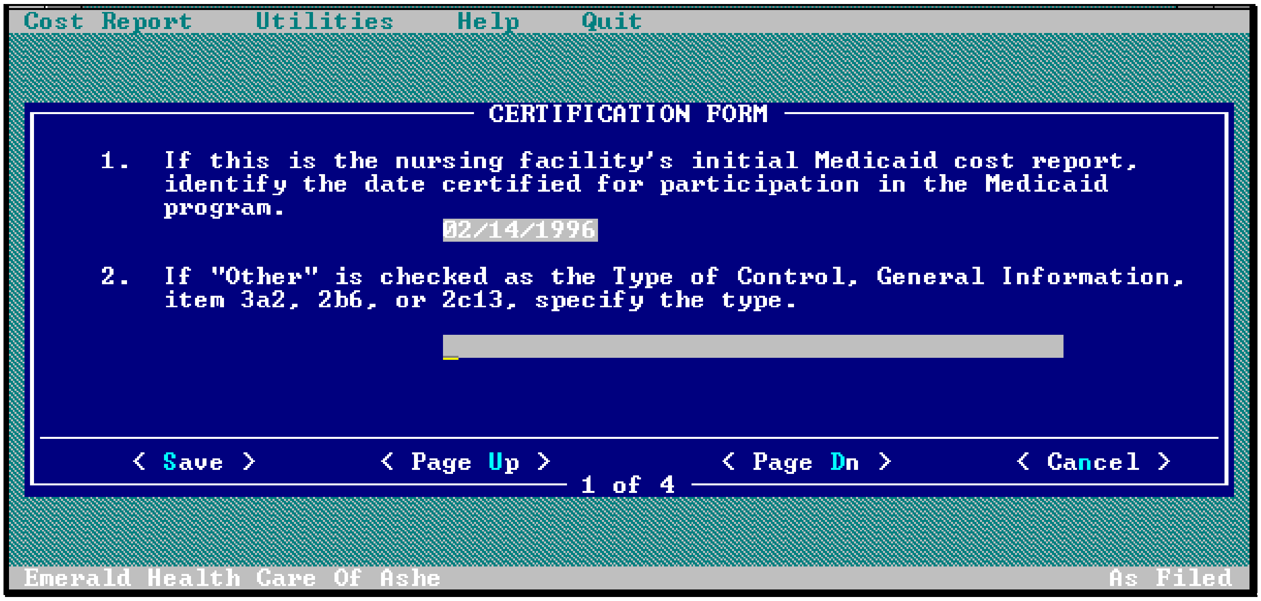
T = Terminated

Figure 28. Provider Selection for Certification Form

Create the Certification Form

When you choose to edit the **Certification Form**, the program will display the first of 4 entry screens, (Figure 29). If information had been previously entered for the selected provider, that information will be displayed.

On each of these screens, enter or change the information. When entry is complete, choose the < Save > push-button to save your changes for printing on the **Certification Form**.


Cost Report
Utilities
Help
Quit
< Save >
< Page Up >
< Page Dn >
< Cancel >
1 of 4
Emerald Health Care Of Ashe
As Filed

CERTIFICATION FORM

1. If this is the nursing facility's initial Medicaid cost report, identify the date certified for participation in the Medicaid program.

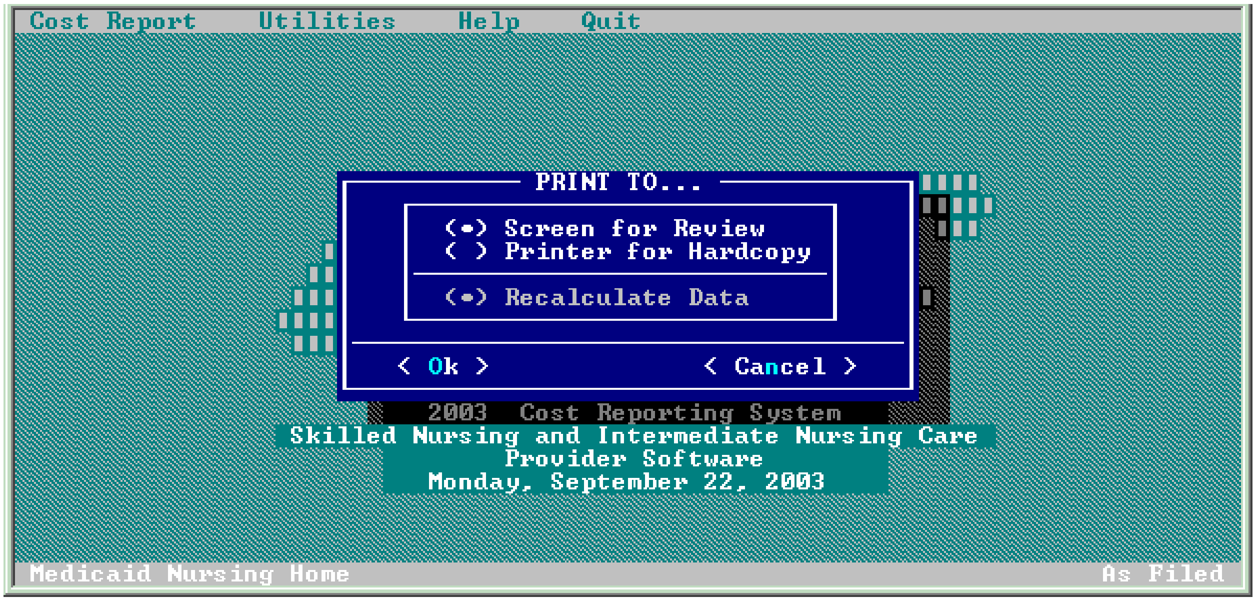
02/14/1996

2. If "Other" is checked as the Type of Control, General Information, item 3a2, 2b6, or 2c13, specify the type.

Figure 29. First Screen of Certification Form Entry

Print the Certification Form

When you choose to print the **Certification Form** for the highlighted cost report, the program will ask if you wish to review the form on the screen or print a hardcopy, (Figure 30).


Cost Report
Utilities
Help
Quit
< Ok >
< Cancel >
Medicaid Nursing Home
As Filed

PRINT TO...

(•) Screen for Review
( ) Printer for Hardcopy

(•) Recalculate Data

2003 Cost Reporting System
Skilled Nursing and Intermediate Nursing Care
Provider Software
Monday, September 22, 2003

Figure 30. Display or Print the Certification Form

If you choose to review the form, the program will display it on the screen.

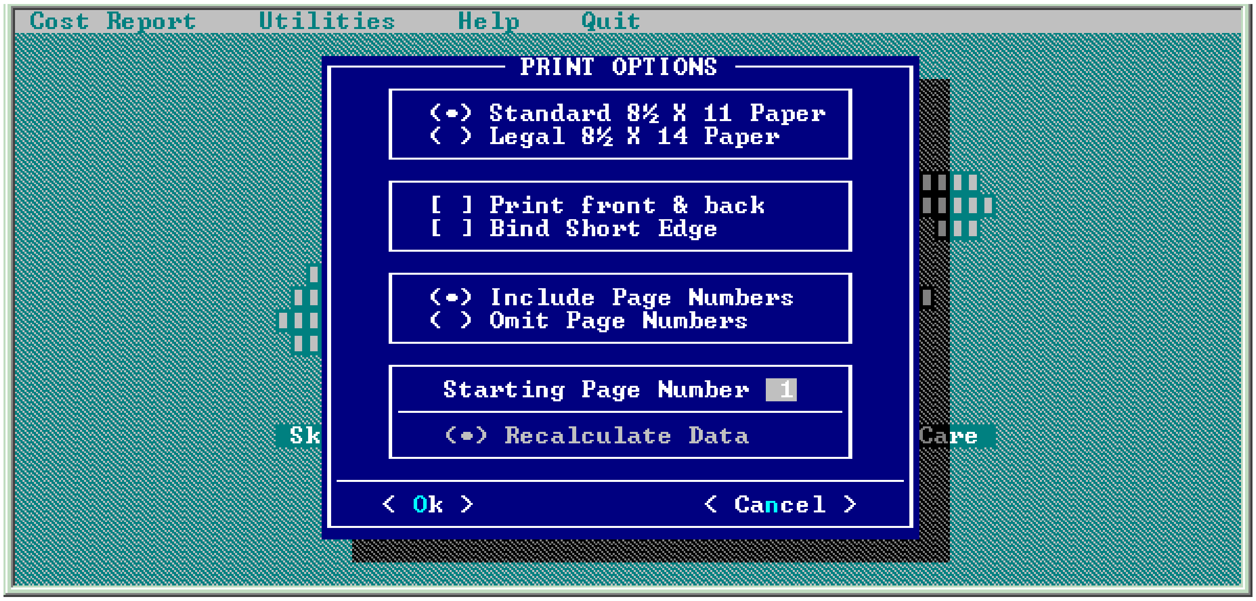
When printing a hardcopy of the form, the program will ask you to choose between printing on 8½ X 11 or 8½ X 14 size paper, (Figure 31). When printing on 8½ X 14 size paper, the program will begin printing the form 3 inches from the top of the page, leaving room for binding with your copy of the cost report.

NOTE: If you answered NO to the question, “Ask before printing?” on the Printing Options screen, (Figure 51), you will not be asked to choose the paper size.

NOTE: If you have purchased a new local side-by printer that uses a USB cable connection from the printer to your PC, the software now has provisions for this method of printing. Refer to Section 12 for the **Printer Setup** instructions on how to enable the USB printing option.

Print Blank Certification Form

To print a blank **Certification Form**, choose the < Print Blank > push-button. The program will print a **Certification Form** for you to complete manually.



(●) Standard 8½ X 11 Paper
( ) Legal 8½ X 14 Paper

[ ] Print front & back
[ ] Bind Short Edge

(●) Include Page Numbers
( ) Omit Page Numbers

Starting Page Number 1

(●) Recalculate Data

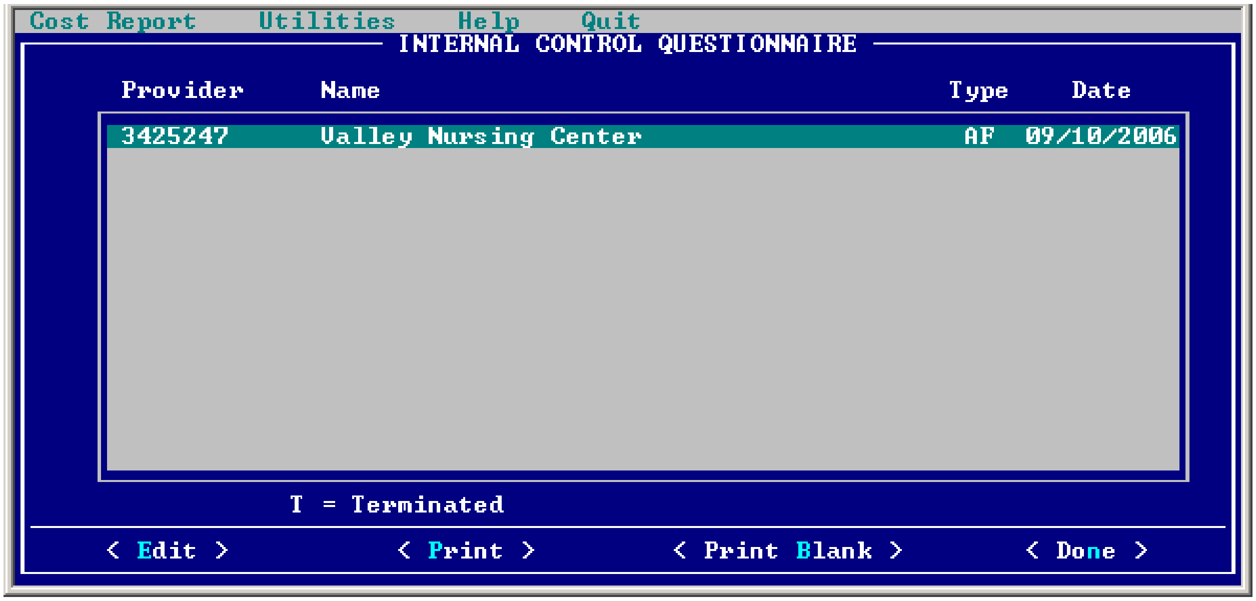
Figure 31. Select Paper Size and Page Numbering

Section 9: Create/Print Internal Control Questionnaire

When submitting a cost report to the Division of Medical Assistance, an Internal Control Questionnaire must be included. Complete this form after you have finished your cost report but before creating the mail-in diskette for the Audit Section. This option permits you to enter the information for the Internal Control Questionnaire and print it for your records if desired.

When you choose this option, the program will display a list of all cost reports found, (Figure 32). From this list, highlight the provider desired. Then, choose the < **Edit** > push-button to enter the information, or choose the < **Print** > push-button to print the form.

> ***NOTE***: If the certification statement on the Internal Control Questionnaire has not been checked (✓), the program will **not** let you create the mail-in diskette!



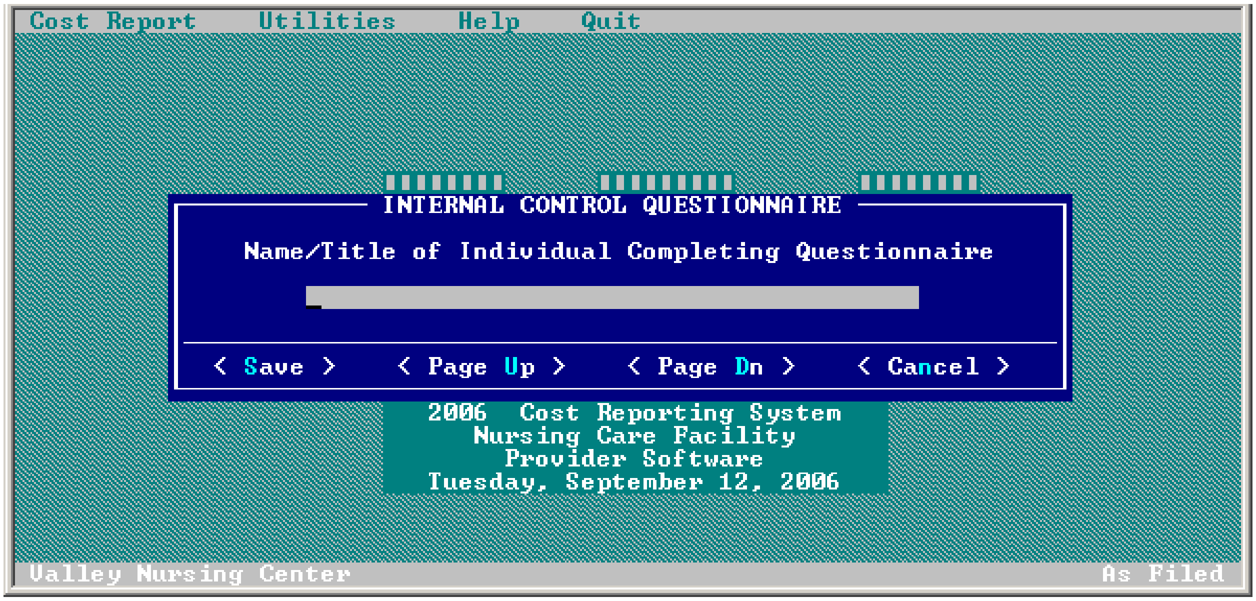
Provider	Name	Type	Date
3425247	Valley Nursing Center	AF	09/10/2006

Figure 32. Provider Selection for Internal Control Questionnaire

Create the Internal Control Questionnaire

If you choose to edit the Internal Control Questionnaire, the program will display the first of 26 entry screens, (Figures 33 & 34). Information previously entered for the selected provider will be displayed.

On each of these screens, enter or change the information. When finished, choose the < Save > push-button to save your changes for printing on the Internal Control Questionnaire.



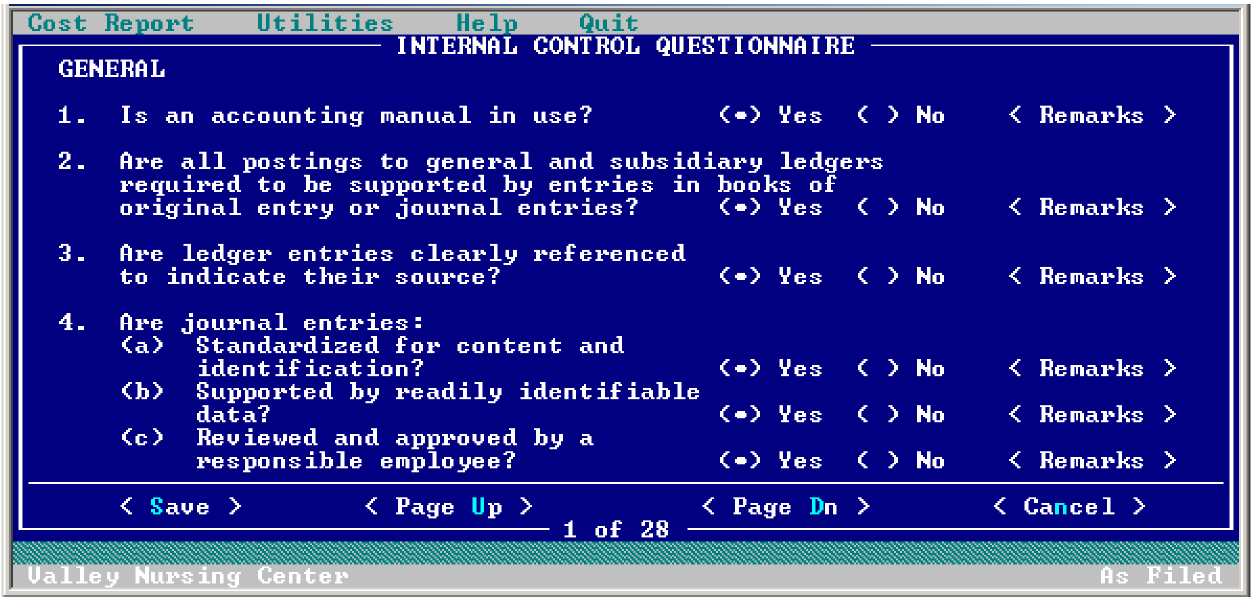
INTERNAL CONTROL QUESTIONNAIRE

Name/Title of Individual Completing Questionnaire

2006 Cost Reporting System
Nursing Care Facility
Provider Software
Tuesday, September 12, 2006

Valley Nursing Center
As Filed

Figure 33. First Screen of Internal Control Questionnaire



INTERNAL CONTROL QUESTIONNAIRE

GENERAL

1. Is an accounting manual in use? ● Yes ○ No

2. Are all postings to general and subsidiary ledgers required to be supported by entries in books of original entry or journal entries? ● Yes ○ No

3. Are ledger entries clearly referenced to indicate their source? ● Yes ○ No

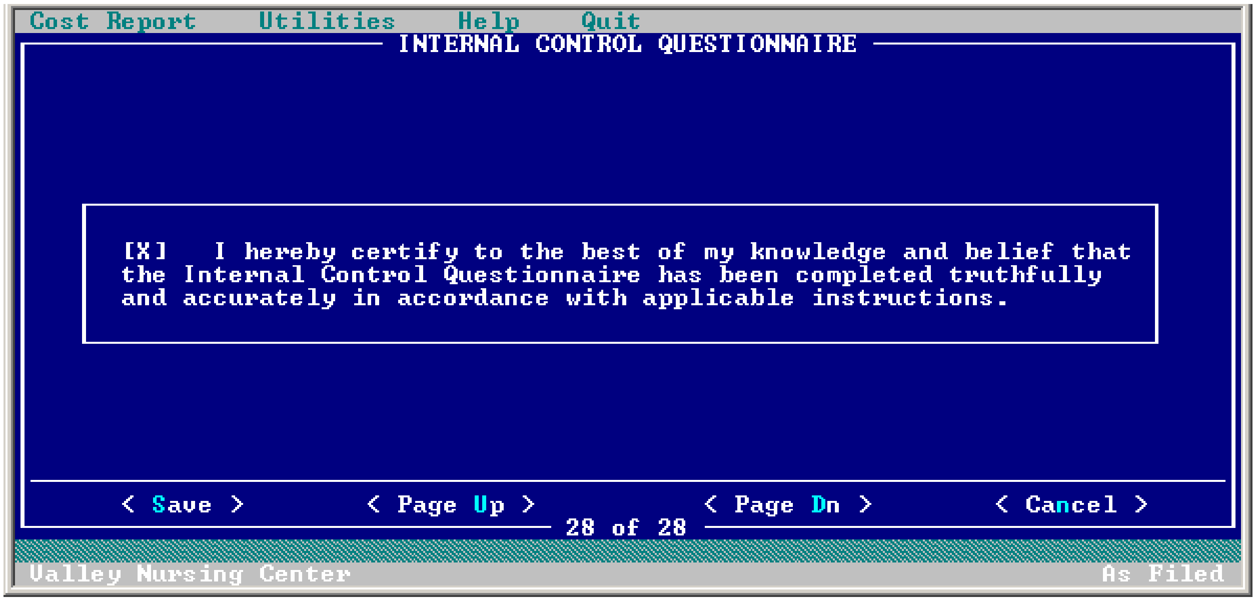
4. Are journal entries:
   (a) Standardized for content and identification? ● Yes ○ No
   (b) Supported by readily identifiable data? ● Yes ○ No
   (c) Reviewed and approved by a responsible employee? ● Yes ○ No

1 of 28

Valley Nursing Center
As Filed

Figure 34. Typical Screen of Internal Control Questionnaire

All questions should be completed by checking either **Yes** or **No** on the form or entering an explanation in the **Remarks** column. After all questions have been answered, the user must certify to the accuracy of the form by completing the statement on the last screen. The form will not be considered complete unless this has been done, (Figure 35).


Cost Report
Utilities
Help
Quit
INTERNAL CONTROL QUESTIONNAIRE
< Save >
< Page Up >
< Page Dn >
< Cancel >
28 of 28
Valley Nursing Center
As Filed

[X] I hereby certify to the best of my knowledge and belief that the Internal Control Questionnaire has been completed truthfully and accurately in accordance with applicable instructions.

Figure 35. Certify Statement for Internal Control Questionnaire

Print the Internal Control Questionnaire

When you choose to print the Internal Control Questionnaire for the highlighted cost report, the program will ask if you wish to review the form on the screen or print a hardcopy, (Figure 36).

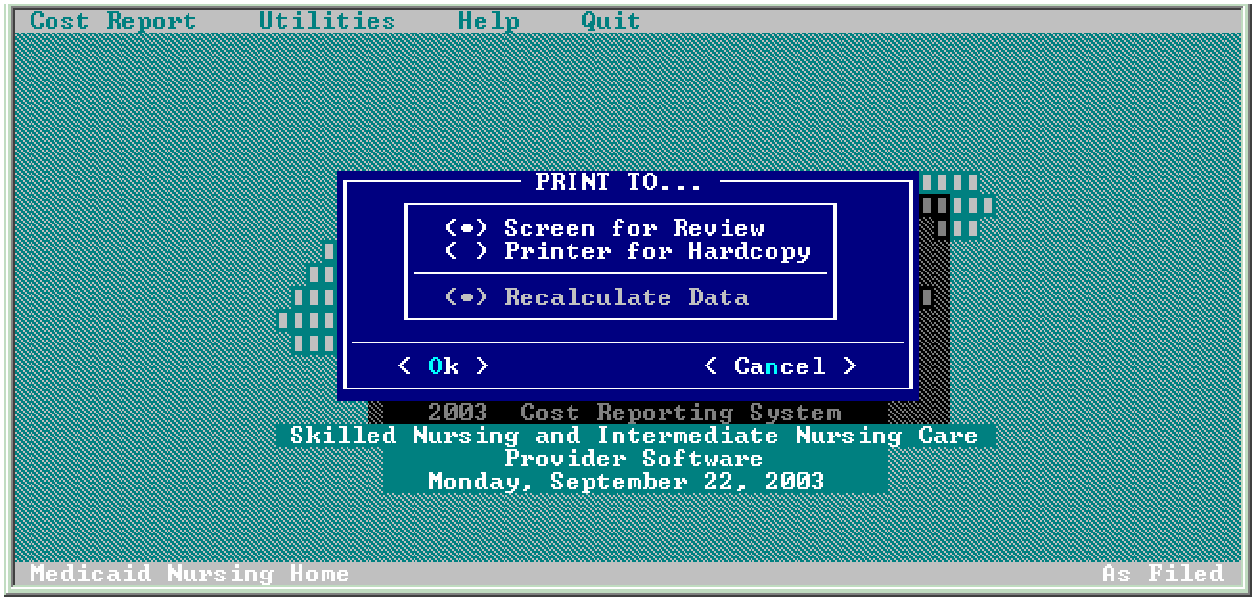

Cost Report
Utilities
Help
Quit
PRINT TO...
(•) Screen for Review
( ) Printer for Hardcopy
(•) Recalculate Data
< Ok >
< Cancel >
2003 Cost Reporting System
Skilled Nursing and Intermediate Nursing Care
Provider Software
Monday, September 22, 2003
Medicaid Nursing Home
As Filed

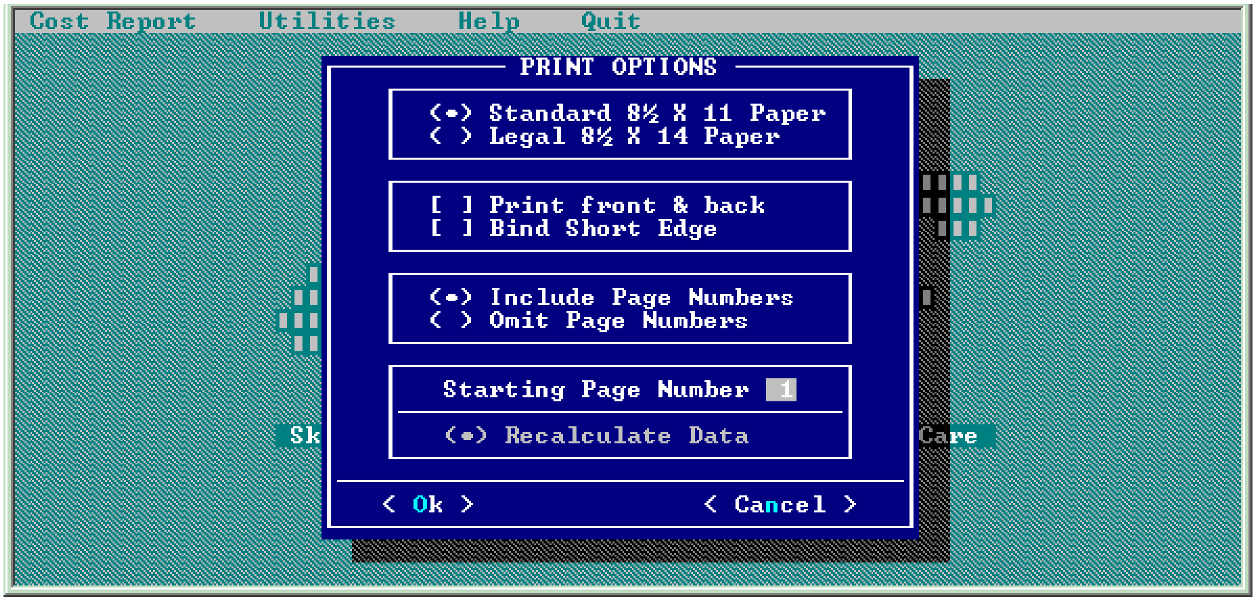
Figure 36. Display or Print the Internal Control Questionnaire

If you choose to review the Internal Control Questionnaire, the program will display it on the screen.

When printing a hardcopy of the form, the program will ask you to choose between printing on 8½ X 11 or 8½ X 14 size paper, (Figure 37). When printing on 8½ X 14 size paper, the program will begin printing the form 3 inches from the top of the page, leaving room for binding with your copy of the cost report.

Print Blank Internal Control Questionnaire

To print a blank Internal Control Questionnaire, choose the < Print Blank > push-button. The program will print an Internal Control Questionnaire for your records. You need not send DMA a paper copy of this form if the questionnaire has been completed using the software.



PRINT OPTIONS

● Standard 8½ X 11 Paper
○ Legal 8½ X 14 Paper

☐ Print front & back
☐ Bind Short Edge

● Include Page Numbers
○ Omit Page Numbers

Starting Page Number 1

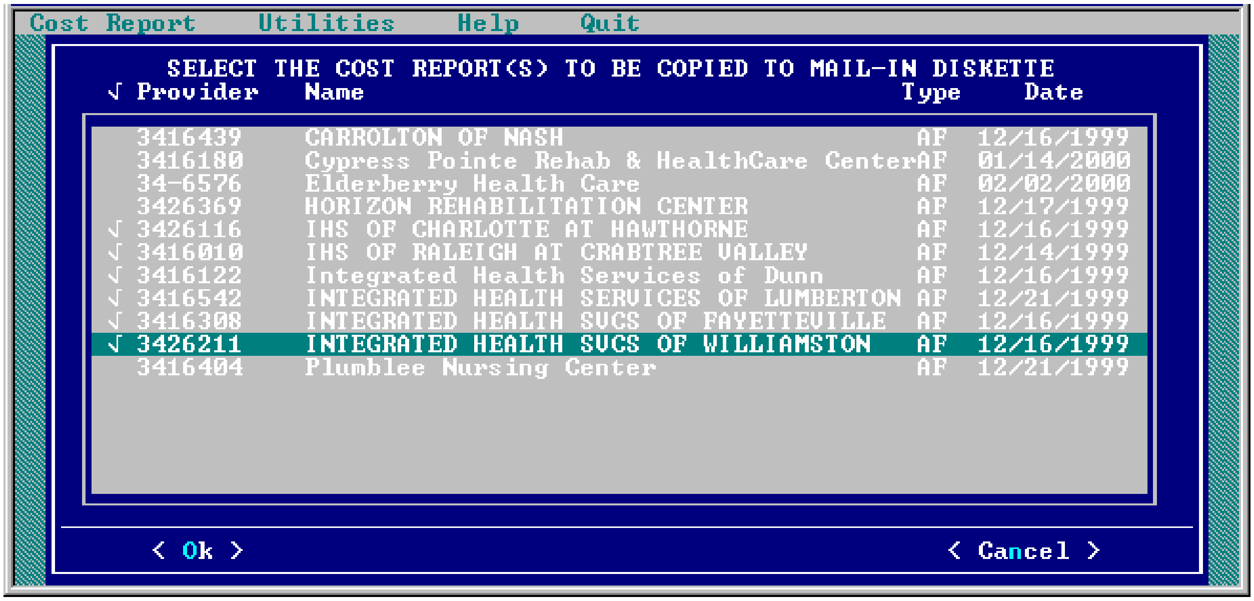
● Recalculate Data

Figure 37. Print Options for Internal Control Questionnaire

Section 10: Create the Mail-In Diskette

When the cost report is completed and verified, and you are ready to submit it to the Division of Medical Assistance, choose the **Create Mail-In Diskette** option from the **Cost Report** menu. The program will display a list of cost reports currently on file, (Figure 38), and let you select the cost report(s) to be copied to the diskette being submitted.

> ***WARNING*:** If the certification statement on the Internal Control Questionnaire has not been checked (✓), the program will **NOT** let you create the mail-in diskette!



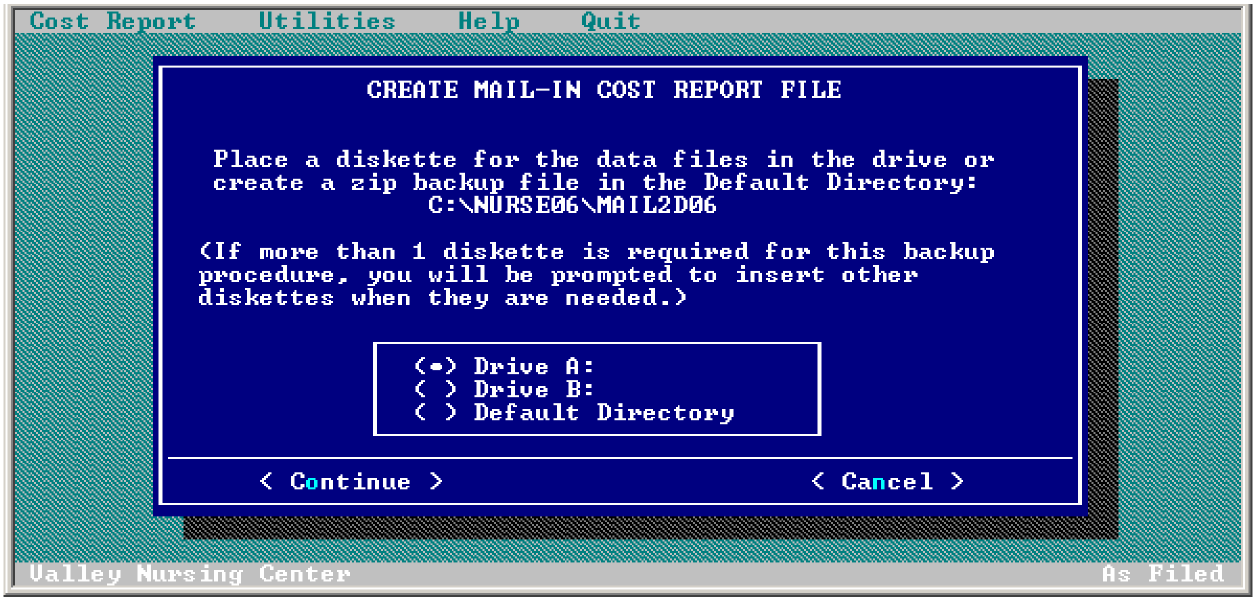
```
       SELECT THE COST REPORT(S) TO BE COPIED TO MAIL-IN DISKETTE
 √ Provider    Name                                    Type    Date

   3416439     CARROLTON OF NASH                        AF   12/16/1999
   3416180     Cypress Pointe Rehab & HealthCare CenterAF   01/14/2000
   34-6576     Elderberry Health Care                   AF   02/02/2000
   3426369     HORIZON REHABILITATION CENTER            AF   12/17/1999
 √ 3426116     IHS OF CHARLOTTE AT HAWTHORNE            AF   12/16/1999
 √ 3416010     IHS OF RALEIGH AT CRABTREE VALLEY        AF   12/14/1999
 √ 3416122     Integrated Health Services of Dunn       AF   12/16/1999
 √ 3416542     INTEGRATED HEALTH SERVICES OF LUMBERTON  AF   12/21/1999
 √ 3416308     INTEGRATED HEALTH SVCS OF FAYETTEVILLE   AF   12/16/1999
 √ 3426211     INTEGRATED HEALTH SVCS OF WILLIAMSTON    AF   12/16/1999
   3416404     Plumblee Nursing Center                  AF   12/21/1999
```

Figure 38. Cost Report Selection for Mail-In Diskette

Selecting the Cost Reports

To make your selection(s), press the **Up** or **Down** arrow key to move the highlight to the desired cost report and press the **Space Bar**. This will place a check mark (√) to the left of the provider number. Repeat this process to include more than one cost report on the diskette. When all cost reports to be included have been checked, choose the < **Ok** > push-button.

The program will then guide you through the steps required to copy the cost report information to the diskette. First, it will ask you to insert the diskette into your diskette drive, and specify which drive it is in, (Figure 39).


Cost Report
Utilities
Help
Quit
< Continue >
< Cancel >
Valley Nursing Center
As Filed

CREATE MAIL-IN COST REPORT FILE

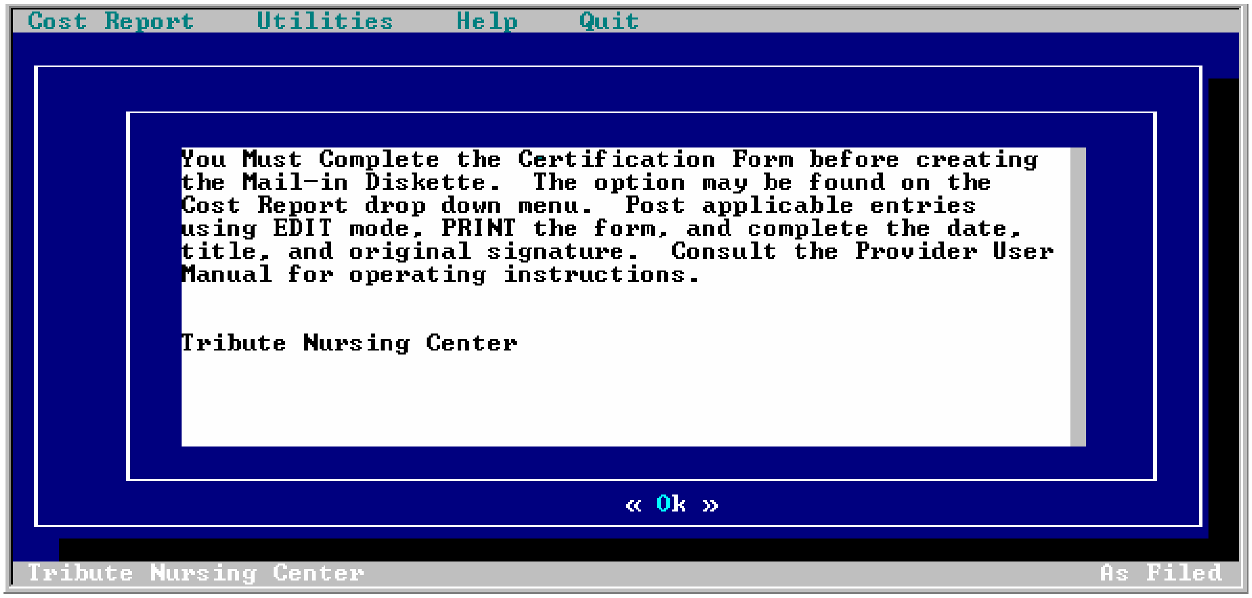
Place a diskette for the data files in the drive or
create a zip backup file in the Default Directory:
C:\NURSE06\MAIL2D06

(If more than 1 diskette is required for this backup
procedure, you will be prompted to insert other
diskettes when they are needed.)

(•) Drive A:
( ) Drive B:
( ) Default Directory

Figure 39. Insert Diskette and Select Drive

If the program detects that the **Certification Form** has not been completed or the **Internal Control Questionnaire** has not been completed and printed with the certification statement on the last page checked (√), it will present screen warnings of these requirements, see Figure 40 and Figure 41 below.

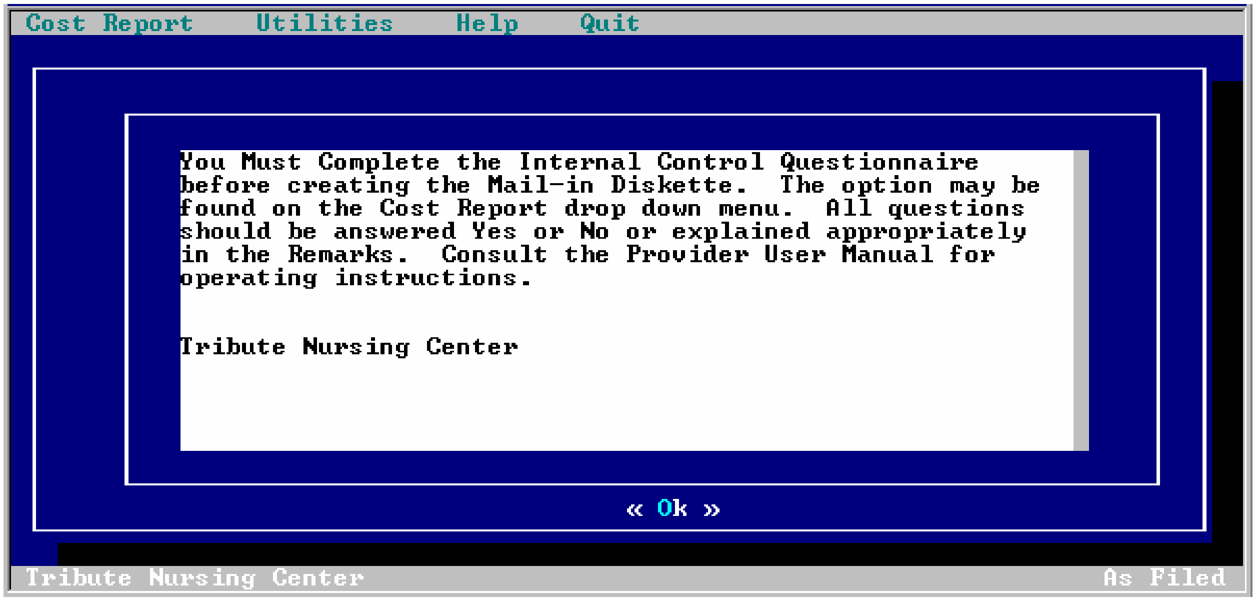

Cost Report
Utilities
Help
Quit
« Ok »
Tribute Nursing Center
As Filed

You Must Complete the Certification Form before creating
the Mail-in Diskette. The option may be found on the
Cost Report drop down menu. Post applicable entries
using EDIT mode, PRINT the form, and complete the date,
title, and original signature. Consult the Provider User
Manual for operating instructions.

Tribute Nursing Center

Figure 40. Certification Form Incomplete Error Message

You must complete both forms before the program will allow you to complete the Mail-In Diskette.



You Must Complete the Internal Control Questionnaire before creating the Mail-in Diskette. The option may be found on the Cost Report drop down menu. All questions should be answered Yes or No or explained appropriately in the Remarks. Consult the Provider User Manual for operating instructions.

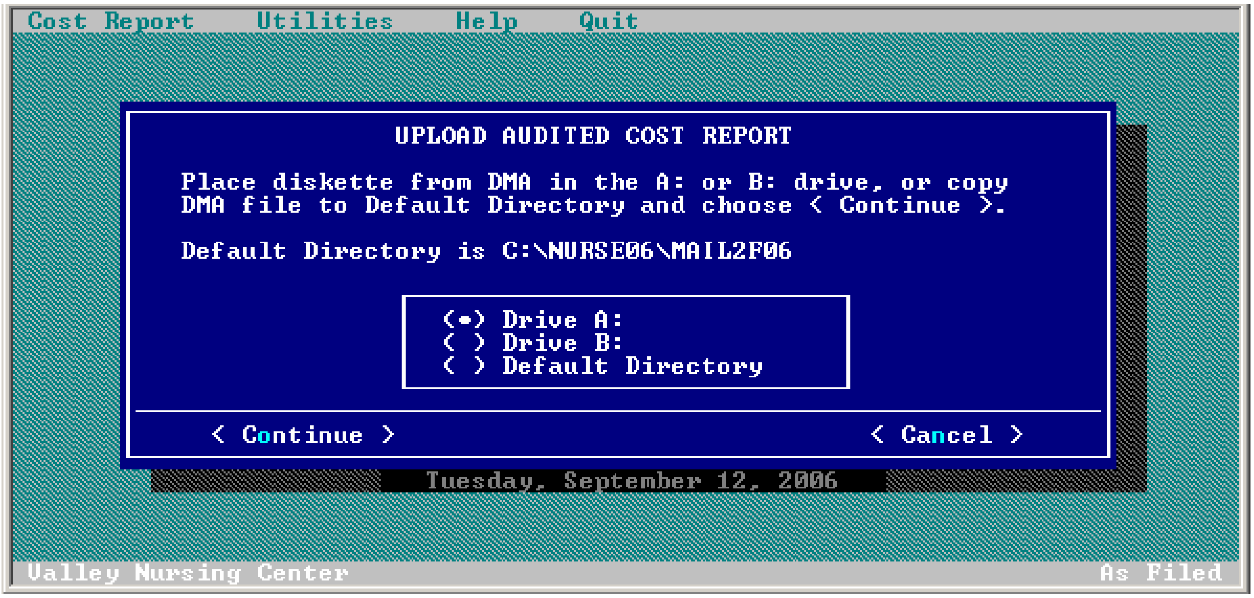
Tribute Nursing Center

Figure 41. ICQ Incomplete Error Message

If no error was detected, the program will copy the cost report information to the diskette. When completed, the program will display a message requesting you remove the diskette and send it to the Division of Medical Assistance. Remove the diskette and mail it according to the instructions in the paragraph labeled **Filing the Cost Report** found on page 1 of this manual.

Section 11: Upload Audited Cost Report

Should you receive the diskette containing the audited cost report(s) from the Division of Medical Assistance, choose this option from the **Cost Report** menu to copy them to your data files. When you do, the program will ask you to specify the drive where you have inserted the diskette (Figure 42).



UPLOAD AUDITED COST REPORT

Place diskette from DMA in the A: or B: drive, or copy DMA file to Default Directory and choose < Continue >.

Default Directory is C:\NURSE06\MAIL2F06

(•) Drive A:
( ) Drive B:
( ) Default Directory

Tuesday, September 12, 2006

Figure 42. Choose Drive Containing Audited Cost Report

After selecting the drive and inserting the diskette, choose the < Continue > push-button to copy the cost report information from the diskette.

The audited cost report(s) will display in the **Cost Report Selection** screen, (Figure 11), where they can be selected for viewing and printing. They will also be in the list of cost reports when you choose the **Copy Data To Diskette** option from the **Utilities** menu.

Section 12:   Utilities

The Utilities menu provides program functions that are used on an infrequent basis. These options are

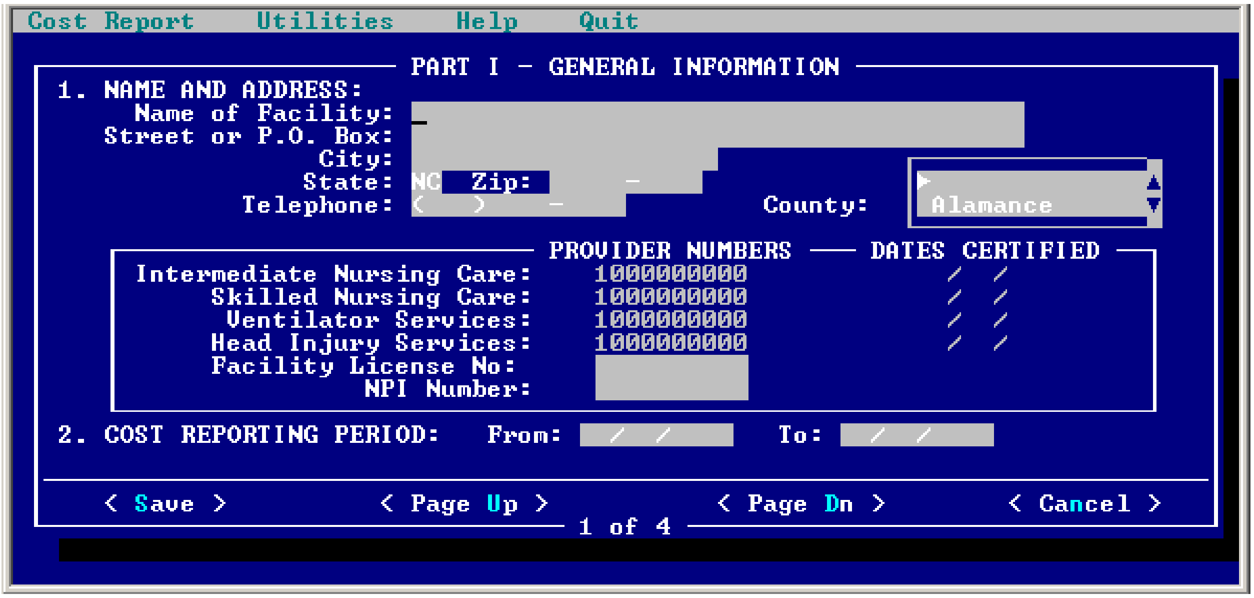
- Cost Report **T**emplates
- Copy **D**ata To Diskette
- Copy Data **F**rom Diskette
- **P**rint Blank Cost Report Forms
- **R**e-Index Data Files
- Printer **S**etup

Cost Report Templates

If you are completing cost reports for more than one facility, this option allows you to create cost reports with information that is similar to all cost reports. Then, when adding a new cost report, information from these templates can be copied into the new cost report.

If no cost report templates have been entered when you choose this option, the program will respond by displaying the first of three **General Information** screens, (Figure 43). If templates do exist, the program will display them in a list, (Figure 44), and allow you to edit, remove, add, or print them.

Data entry for cost report templates is identical to the data entry of facility cost reports. If you are using multiple templates, we suggest you identify the type of information in the template by the entry in the Facility Name.


Cost Report
Utilities
Help
Quit
< Save >
< Page Up >
< Page Dn >
< Cancel >

PART I – GENERAL INFORMATION

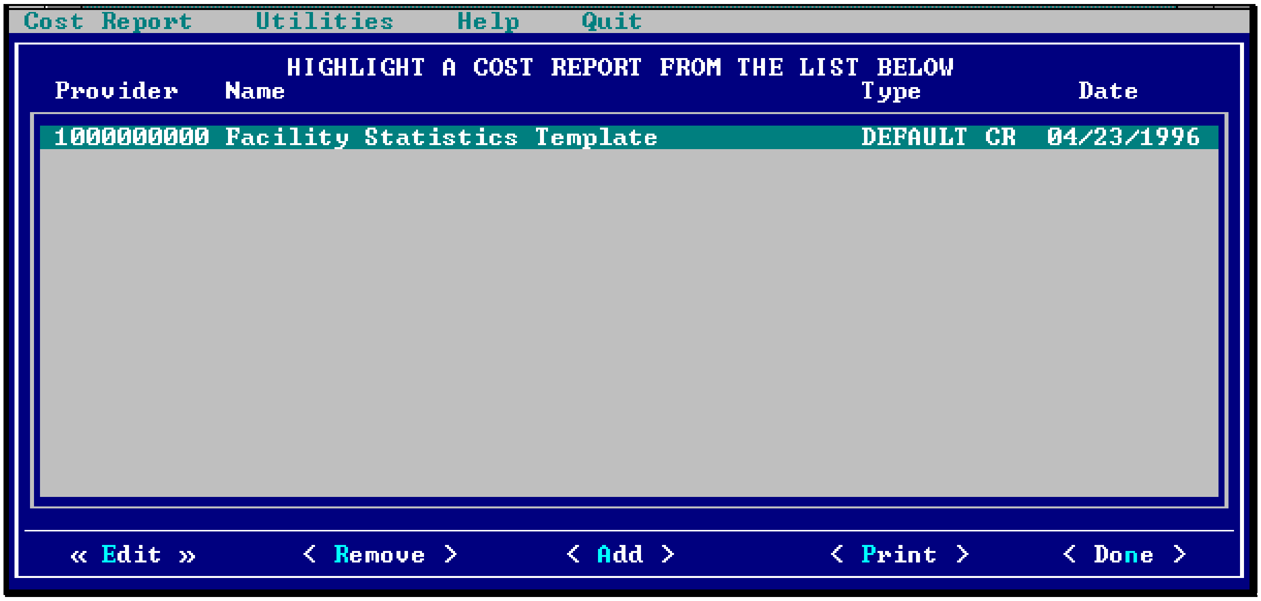
1. NAME AND ADDRESS:
Name of Facility:
Street or P.O. Box:
City:
State: NC Zip: -
Telephone: ( ) -
County: Alamance

	PROVIDER NUMBERS	DATES CERTIFIED
Intermediate Nursing Care:	1000000000	/ /
Skilled Nursing Care:	1000000000	/ /
Ventilator Services:	1000000000	/ /
Head Injury Services:	1000000000	/ /
Facility License No:		
NPI Number:		

2. COST REPORTING PERIOD: From: / / To: / /

1 of 4

Figure 43. Template General Information Screen


Cost Report
Utilities
Help
Quit
« Edit »
< Remove >
< Add >
< Print >
< Done >

HIGHLIGHT A COST REPORT FROM THE LIST BELOW

Provider	Name	Type	Date
1000000000	Facility Statistics Template	DEFAULT CR	04/23/1996

Figure 44. Template Selection List

Copy Data To Diskette / Copy Data From Diskette

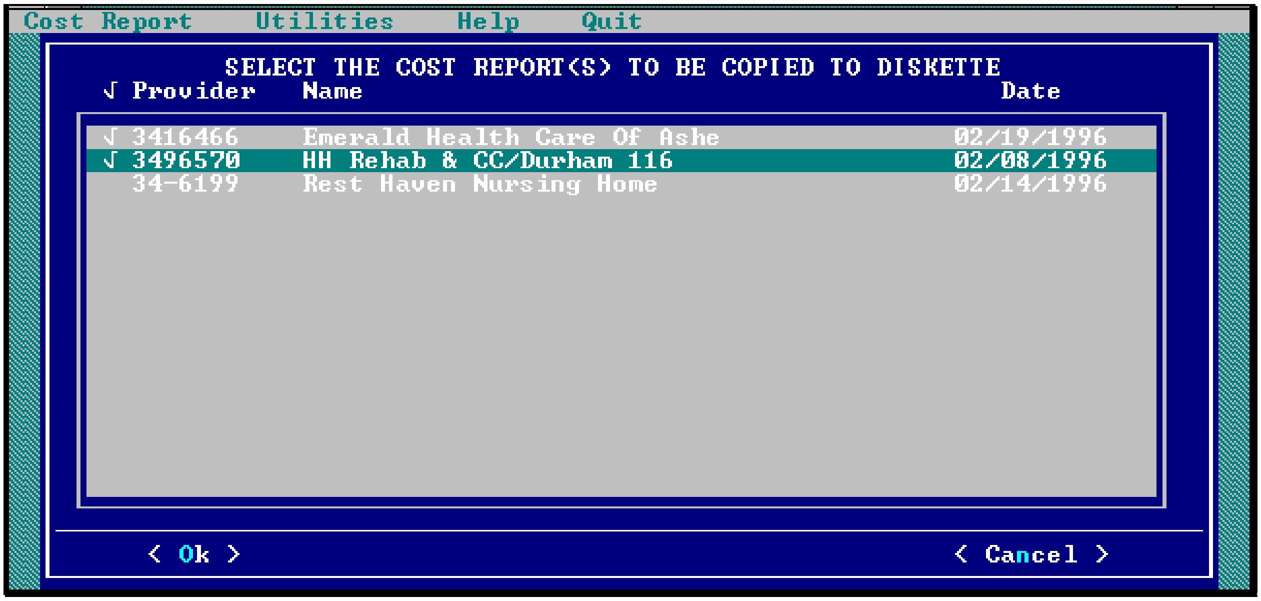
The **Copy Data To Diskette** and **Copy Data From Diskette** options on the **Utilities Menu** provide the necessary procedures for archiving cost report data, transferring cost report information from one computer to another, and entering the information for different schedules of the same cost report on different computers.

NOTE: Access to the data files for cost reports requires the installation of the **Cost Reporting System** on all computers. Refer to the installation instructions in **Section 3**.

WARNING
THE INFORMATION ON THE DISKETTE USED IN THESE PROCEDURES IS NOT IN THE PROPER FORMAT FOR SUBMITTING COST REPORTS TO DMA

Archiving Cost Reports

When a cost report has been completed, you may wish to copy it to diskette for safekeeping. To do so, choose the **Copy Data To Diskette** option from the Utilities Menu. The program will ask you to select the cost report(s) to be copied from the list of available cost reports, (Figure 45). Make your selection by moving the highlight bar to the desired cost report and pressing the **Space Bar** to place a check mark to the left of the Provider Number. After all cost reports to copy have been checked, choose the **< Ok >** push-button.



```
         SELECT THE COST REPORT(S) TO BE COPIED TO DISKETTE
 √ Provider    Name                                          Date

 √ 3416466     Emerald Health Care Of Ashe                02/19/1996
 √ 3496570     HH Rehab & CC/Durham 116                   02/08/1996
   34-6199     Rest Haven Nursing Home                    02/14/1996
```

Figure 45. Cost Report Selection for Copying to Diskette

The program will then ask you to insert a blank, formatted diskette into your diskette drive, and specify which drive it is in, (Figure 46). When ready, choose the < **Ok** > push-button to start the copy process.

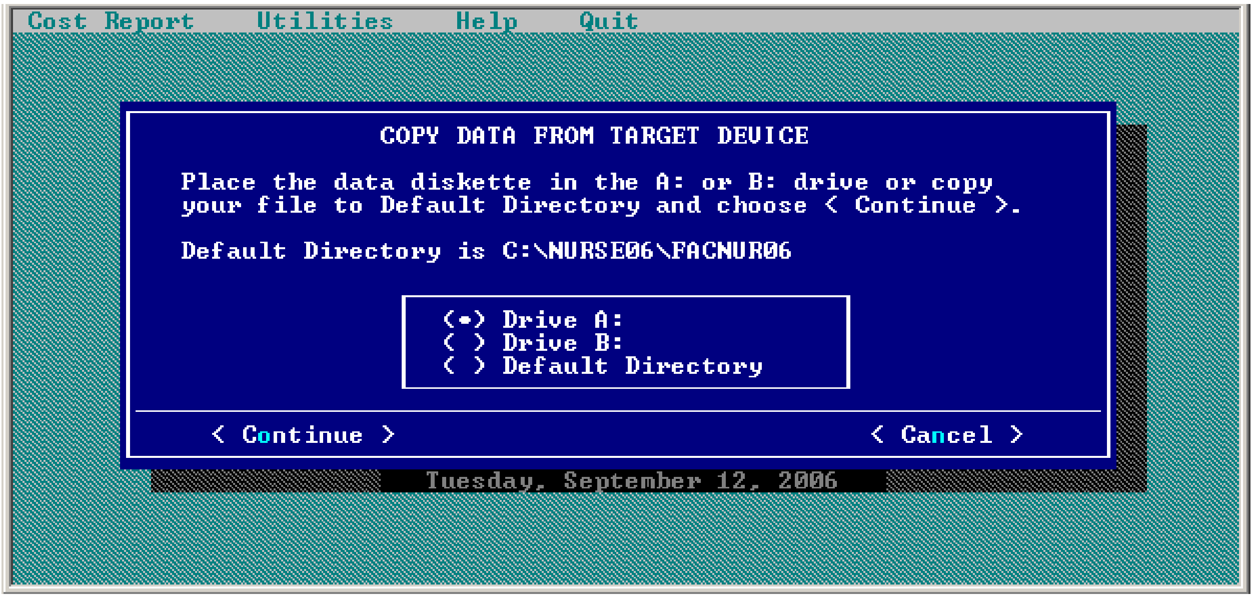
Once the copy process is complete, remove the diskette and store it in an appropriate location. Be sure to put a label on it with the name(s) of the cost reports it contains and the date it was created.

Transferring Cost Reports to Another Computer

If you want to copy a completed, (or partially completed), cost report to another computer, choose the **Copy Data To Diskette** option from the **Utilities Menu**. The program will ask you to select the cost report(s) to be copied from the list of available cost reports, (Figure 45). Make your selection by moving the highlight bar to the desired cost report and pressing the **Space Bar** to place a check mark to the left of the Provider Number. After all cost reports to copy have been checked, choose the < **Ok** > push-button.

The program will then ask you to insert a blank, formatted diskette into your diskette drive, and specify which drive it is in. When ready, choose the < **Ok** > push-button to start the copy process.

Once the copy procedure is complete, remove the diskette and take it to the computer you wish to load the cost report information on. At this computer choose the **Copy Data From Diskette** option from the **Utilities Menu**. The program will ask you to specify the diskette drive where you have inserted the diskette (Figure 46). After selecting the drive, choose the **< Ok >** push-button to copy the cost report information from the diskette.



COPY DATA FROM TARGET DEVICE

Place the data diskette in the A: or B: drive or copy your file to Default Directory and choose < Continue >.

Default Directory is C:\NURSE06\FACNUR06

(•) Drive A:
( ) Drive B:
( ) Default Directory

Tuesday, September 12, 2006

Figure 46. Prompt for Copying Cost Reports From Diskette

Entering Cost Reports on Different Computers

It may be advantageous to key specific schedules for a cost report or entire cost reports on separate computers, and then copy all of the information for the cost reports to one computer for printing, and submitting to the Division of Medical Assistance.

Key the cost report information the same as if you were using one computer for all of the information, except that you may or may not be making entries for all of the schedules. If entering information for a single cost report on different computers, the INC Number must be the same for this cost report on each computer.

Once data entry is complete on the computer you wish to copy the cost report information from, choose the **Copy Data To Diskette** option from the **Utilities Menu**. The program will ask you to select the cost report(s) to be copied from the list of available cost reports, (Figure 45).

Make your selection by moving the highlight bar to the desired cost report, and pressing the **Space Bar** (or right click with your mouse) to place a check mark (√) to the left of the Provider Number. After all cost reports to copy have been checked, choose the < **O**k > push-button.

The program will then ask you to insert a blank, formatted diskette into your diskette drive, and specify which drive it is in. When ready, choose the < **O**k > push-button to start the copy process.

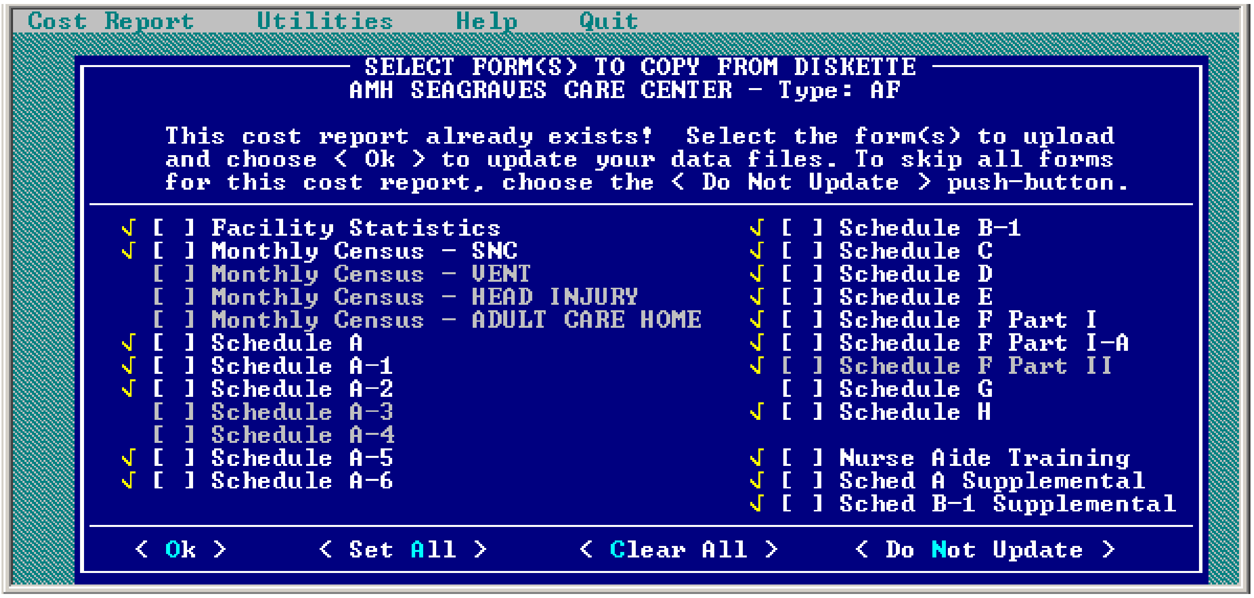
Once the copy procedure is complete, remove the diskette and take it to the computer you wish to load the cost report information on. At *that* computer, choose the **Copy Data From Diskette** option from the **Utilities Menu**. The program will ask you to specify the diskette drive where you have inserted the diskette (Figure 46). After selecting the drive, choose the < **O**k > push-button to copy the cost report information from the diskette.

When you select this option, the program will ask you to insert the diskette into the drive and choose the < **O**k > push-button to copy the information. When the copy process is complete, remove the diskette from the drive.

What If The Cost Report Already Exists?

When transferring cost report information from another computer, it is possible that the cost report already exists on your computer. This will happen if you initially create the cost report on your computer and copy it to another computer to separately enter information into different schedules, and you are copying the cost report information back to your computer. It will also happen if cost reports are created on separate computers and both cost reports have the same INC number.

For whatever reason, if the program detects the existence, (on your computer), of a cost report being copied from diskette, it will display the **Select Form(s) To Copy From Diskette** screen, (Figure 47). On this screen, you can choose the information for specific schedules to be copied from the diskette, thus preserving information in schedules you have already keyed. After selecting the forms to copy, choose the < **O**k > push-button to continue. If you do not wish to copy any information from the diskette for the identified cost report, choose the < Do **N**ot Update > push-button.



```
SELECT FORM(S) TO COPY FROM DISKETTE
AMH SEAGRAVES CARE CENTER - Type: AF

This cost report already exists!  Select the form(s) to upload
and choose < Ok > to update your data files. To skip all forms
for this cost report, choose the < Do Not Update > push-button.

√ [ ] Facility Statistics                    √ [ ] Schedule B-1
√ [ ] Monthly Census - SNC                   √ [ ] Schedule C
  [ ] Monthly Census - VENT                  √ [ ] Schedule D
  [ ] Monthly Census - HEAD INJURY           √ [ ] Schedule E
  [ ] Monthly Census - ADULT CARE HOME       √ [ ] Schedule F Part I
√ [ ] Schedule A                             √ [ ] Schedule F Part I-A
√ [ ] Schedule A-1                           √ [ ] Schedule F Part II
√ [ ] Schedule A-2                             [ ] Schedule G
  [ ] Schedule A-3                           √ [ ] Schedule H
  [ ] Schedule A-4
√ [ ] Schedule A-5                           √ [ ] Nurse Aide Training
√ [ ] Schedule A-6                           √ [ ] Sched A Supplemental
                                             √ [ ] Sched B-1 Supplemental

 < Ok >      < Set All >      < Clear All >      < Do Not Update >
```

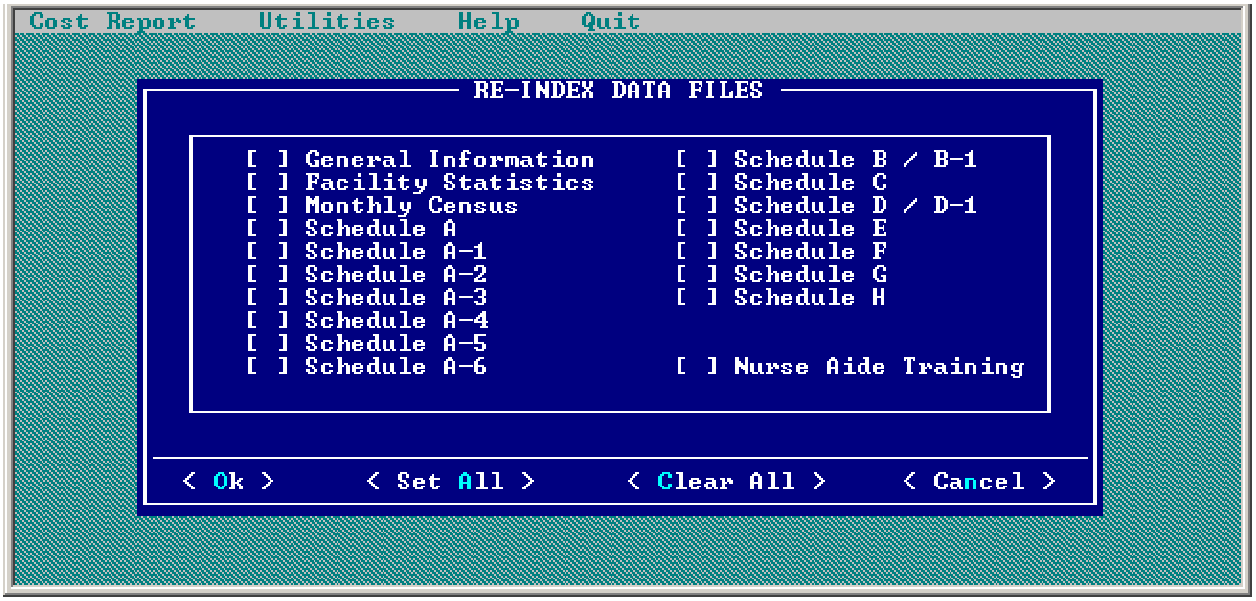
Figure 47. Select Forms To Copy From Diskette

Print Blank Cost Report Forms

Choose this option to print a blank copy of the cost report forms for use as data entry worksheets. You may choose the specific form(s) to be printed, or you can choose to print all of the forms available for the cost report.

Re-Index Data Files

If you are experiencing problems that seem to be related to the data files, such as screens not updating right away or deleted items not being removed immediately, try this option. The re-index mode removes data that was previously marked for deletion and creates a new index file for processing the data faster. If you have multiple cost reports on the system and things seem to be intermittently operating, this can possibly free up some data base space and improve your performance. When you select this option, the system will display a screen showing a description of all data files used by the system, (Figure 48). Select the data file(s) to be re-indexed by pressing the **Tab** key until the description of the file to be re-indexed is highlighted, then press the **Space Bar**. An **X** will appear inside the brackets to the left of the file description. Repeat this process until all of the files desired to be re-indexed have an **X** in the brackets. Then, choose the < Ok > push-button to begin the re-indexing.



RE-INDEX DATA FILES

- [ ] General Information
- [ ] Facility Statistics
- [ ] Monthly Census
- [ ] Schedule A
- [ ] Schedule A-1
- [ ] Schedule A-2
- [ ] Schedule A-3
- [ ] Schedule A-4
- [ ] Schedule A-5
- [ ] Schedule A-6
- [ ] Schedule B / B-1
- [ ] Schedule C
- [ ] Schedule D / D-1
- [ ] Schedule E
- [ ] Schedule F
- [ ] Schedule G
- [ ] Schedule H
- [ ] Nurse Aide Training

Figure 48. Re-Index Data Files Selection Screen

Printer Setup

This option on the **Utilities Menu** allows you to change the printer you are using for the printing of the cost report and the communications port where your printer is attached on your computer. It also allows you to specify printing options the program will use when printing the cost report.

Choose Printer/Port

When this option is selected, the **Choose Printer/Port** screen will be displayed, (Figure 49). To select the printer, press the **Up** or **Down Arrow** key to highlight the name of your printer. Then, press the **Tab** key to move to the Port selection.

To select the Port, press the **Up** or **Down Arrow** key or the **Tab** key to highlight the port where your printer is attached, then press the **Space Bar** to select it. Press the **Tab** key to move to the **< Ok >** push-button. Press **Enter** to accept your changes and return to the menu. Also, a new option has been added for use with USB printers that have no parallel port connectors and are not supported with DOS printer drivers.

When starting the program for the first time after installation, you will be asked to specify the printer you are using and the printer port to which it is attached on your computer.

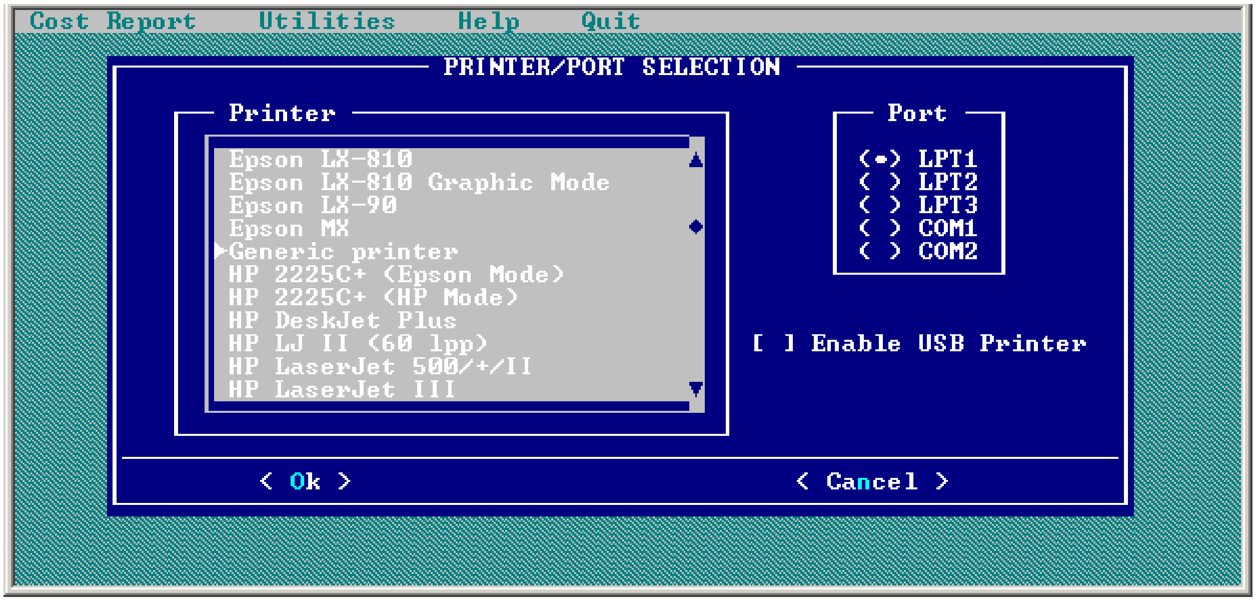

Cost Report
Utilities
Help
Quit
PRINTER/PORT SELECTION
Printer
Epson LX-810
Epson LX-810 Graphic Mode
Epson LX-90
Epson MX
Generic printer
HP 2225C+ (Epson Mode)
HP 2225C+ (HP Mode)
HP DeskJet Plus
HP LJ II (60 lpp)
HP LaserJet 500/+/II
HP LaserJet III
Port
(•) LPT1
( ) LPT2
( ) LPT3
( ) COM1
( ) COM2
[ ] Enable USB Printer
< Ok >
< Cancel >

Figure 49. Choose Printer/Port Screen

If Your Printer Is Not Listed

If you cannot find your specific printer in the list of printers displayed, refer to your printer's manual to determine the printer or printers your printer can emulate. Choose that printer from this list. If no manual is available, you should try one of the following “industry standard” emulations:

(a) Epson LX-810 Graphic Mode or

(b) HP LaserJet III

If neither of these emulations work, you may contact a Division of Information Resource Management computing consultant at (919) 855-3200 for assistance. If you have recently purchased a new computer and printer, you may have a USB connection to that printer. See the next page for information on how to activate USB functionality.

If Your Printer Has a USB Connection

If you cannot find your specific printer in the list of printers displayed and you have a brand new computer, you may have a USB printer connection to your printer that does not work with the older port and emulation options. If you know you have a USB printer connection and can not use the normal printer settings, you should activate the new "**Enable USB Printer**" option and see if that works. The option requires the use of a special start-up procedure to activate the new printing code. When you initiate this special start-up, the program turns on a "PrintFile Spooler" program and you will see a small icon on the status bar. The spooler captures the print jobs sent from the cost reporting software and routes it to the default printer set for your computer. Refer to the instructions below to activate this functionality:

To start the **Cost Reporting System** with the USB active:

1. Go to (C:\) drive where the software was installed and make it the active working directory.
2. Locate the **C:\ HBNUR07** folder where the program is installed
3. Double click the file **COSTRPTW.BAT** to activate the USB program code. You may create a shortcut to this file for your desktop to make starting the program easier.

If you had previously set the printer emulation and port during the installation, you must go back and select the "**Enable USB Printer**" option to correctly activate the USB printing. To do this, go to the **Utilities** menu then choose the **Printer Setup** option and then the **Choose Printer/Port** mode. Check the "**Enable USB Printer**" option (see Figure 49).

Be aware, the "PrintFile Spooler" program does not automatically shut down when you close the NC Medicaid software. This is normal to protect your printing should you accidentally shut the cost report program down. You may right click the spooler icon and choose "Exit" or shut down you PC.

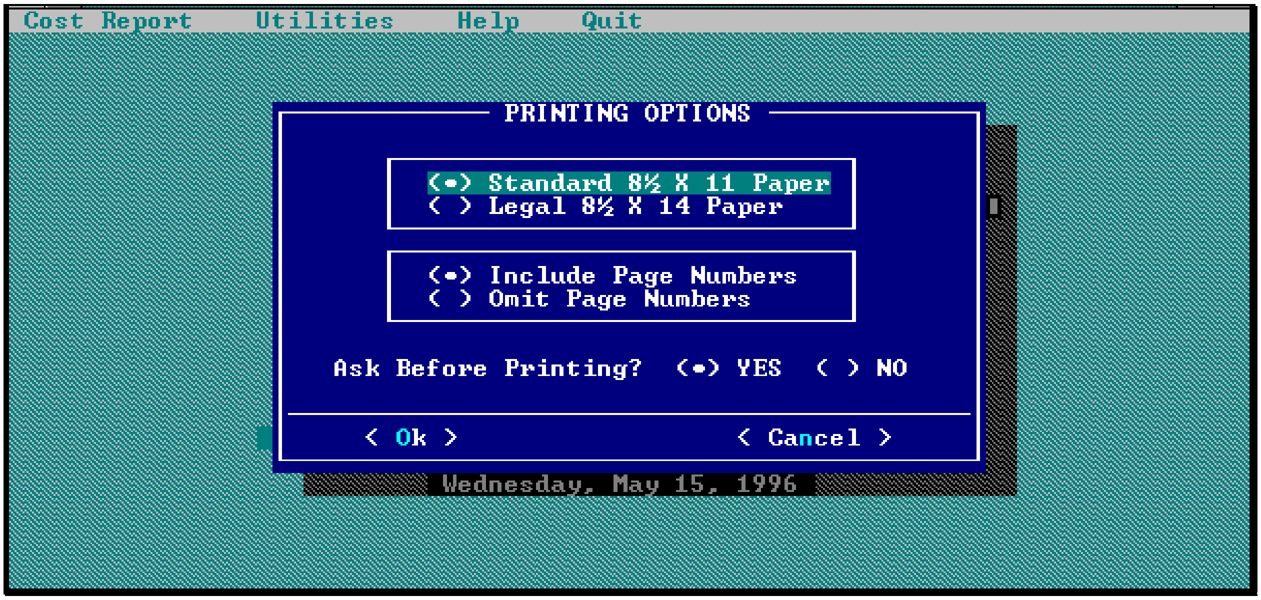
If you have problems with this procedure or need assistance, please contact a Division of Information Resource Management computing consultant at (919) 855-3200.

Printing Options

Cost reports can be printed on different size paper and can include page numbers or not on each printed page. This option allows you to specify these printing options.

When you choose this option from the **Utilities Menu**, the program will display the **Printing Options** screen, (Figure 50). On this screen, you can specify the paper size you will be printing on and whether or not to print page numbers on each page.

If you choose **YES** to the “Ask before printing?” question, you will be prompted to specify the paper size and the printing of page numbers each time you choose to print. Answer **NO** to this question and the program will use the printing options specified on this screen for future printing.



PRINTING OPTIONS

(•) Standard 8½ X 11 Paper
( ) Legal 8½ X 14 Paper

(•) Include Page Numbers
( ) Omit Page Numbers

Ask Before Printing? (•) YES ( ) NO

Figure 50. The Printing Options Screen

Section 13: Quit

To exit the **Cost Reporting System**, choose this option. The program will end and return you to the operating system.

> *NOTE*: **Always choose this option prior to turning your computer's power off.**

Be aware, if you had activated the “Enable USB Printer” option and see the “PrintFile Spooler” program icon on your status bar, do not be alarmed as it will automatically shut down when your Windows program terminates. It will be activated the next time you start your N.C. Medicaid software if you click the “costrptw.bat” start-up batch file or have a short-cut set to activate this file.

Appendix A: Cost Report Checklist

- All dates must be inputted in MM/DD/YYYY format.
- Amounts inputted must be rounded to the nearest dollar, (**no cents**), except for the following entries:

  Schedule E - **Health Care Assessment Rate** allows 2 decimal places
  - **ROE Addendum Rate** allows 2 decimal places
  Schedule E Vent - **Direct Rate Paid/Day** allows 2 decimal places
  - **Indirect Rate Paid/Day** allows 2 decimal places
  Schedule E Head - **Prospective Rate** allows 2 decimal places

- Schedule A, Line 551, Column 3 must equal Schedule G, Line 225.
- Schedule A, Line 551, Column 4 must equal 0.
- Schedule A, Line 551, Column 6 must equal Schedule A-2, Total line for Column 2.
- Each line on Schedule A-2 with an amount in Column 2 *must have* an **A** or **B** in Column 1 and a line number in Column 4.
- Schedule A-6, Lines 1 – 9, Column 6 must equal Schedule F-1, Lines 22, 23, 25, 27, 29, 31, 33, 35, and 37, Column 1.
- Schedule F-1, Line 57, Columns 1, 2 and 3 must equal Schedule F-1, Line 96, Columns 1, 2 and 3.